Fairhaven School

SEDOL STUDENT HANDBOOK
2026-2027

Administration Information
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Mundelein, IL 60060
847.986.1150 and Fax 847.566.6253

Fairhaven School reserves the right to change, without any requirement of notice, any statement in this handbook concerning, but not limited to, the practices of the organization. It is the policy of Fairhaven School not to discriminate against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status in matters of employment in the educational programs, student services or activities they

operate. **This handbook provides only a summary of board policies governing the District. Board policies are available to the public at the District office and on its website.**

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General District Information

Overview

Fairhaven School embraces a dynamic program design, shaped by the collaborative efforts of an exceptional team to support the unique needs of students. Fairhaven strives to emulate a school community for learners and families focused on the development and use of important skills through ongoing learning opportunities

Mission

SEDOL's mission is Exceptional Services for Exceptional Students by Exceptional Staff.

Vision

SEDOL's vision is for all learners to lead productive, responsible, and healthy lives.

Our Beliefs

- All persons shall be valued and treated with respect and dignity;
- All students can succeed;
- Students shall be educated in or as close to their home school as appropriate;
- Students shall be provided services based upon their individual needs;
- Quality educational services shall be made available to all students; and,
- Schools, families, and communities shall work cooperatively to provide and promote appropriate educational services for all students.

School Calendar

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY
18160 W Gages Lake Rd, Gages Lake, Illinois 60030-1819
847-548-8470 Fax 847-548-8472 VP 224-207-8476
www.sedol.us

School Calendar
2026-2027

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	TI	TI	TI	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

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27	28	29	30			

October 2026

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25	26	27	28	29	30	31

November 2026

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15	16	17	18	19	20	21
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29	30					

December 2026

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6	7	8	9	10	11	12
13	14	15	16	17	////	19
20	X	X	X	X	H	26
27	X	X	X	X		

January 2027

S	M	T	W	T	F	S
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17	H	19	20	21	22	23
24	25	26	////	28	29	30
31						

Aug 17	Institute Day- No Students
Aug 18	Institute Day- No Students
Aug 19	Institute Day- No Students
Aug 19	Open House 2:30 - 3:30 pm
Aug 20	First Day Student Attendance - Full Day
Sep 7	Labor Day - School Holiday
Sep 10	Curriculum Night 6:00 - 7:00 pm
Sep 16	1/2 Day School Improvement, 11:45 Dismissal
Sept 21	Non-Attendance Day
Oct 12	Indigenous Peoples' Day - School Holiday
Oct 16	1/2 Day School Improvement, 11:45 Dismissal*
Oct 22	Evening Parent/Teacher Conference 3:45-7:45pm
Oct 23	No Student Attendance
	P/T Conferences 8:00-11:00am
Nov 11	1/2 Day School Improvement, 11:45 Dismissal
Nov 25	Non-Attendance Day
Nov 26	Thanksgiving- School Holiday
Nov 27	Non-Attendance Day
Dec 18	1/2 Day School Improvement, 11:45 Dismissal*
Dec 21	Winter Break Begins
Jan 4	School Resumes
Jan 18	ML King's Birthday- School Holiday
Jan 27	1/2 Day School Improvement, 11:45 Dismissal
Feb 12	Institute Day - No Students Staff only
Feb 15	Presidents' Day - School Holiday
Mar 1	Casimir Pulaski Day-School Holiday
Mar 5	Parent/Teacher Conference All Day - No Students
Mar 19	1/2 Day School Improvement, 11:45 Dismissal*
Mar 22	Spring Break Begins
Mar 29	School Resumes
Apr 21	1/2 Day School Improvement, 11:45 Dismissal
May 27	1/2 Day School Improvement, 11:45 Dismissal*
May 27	Last Day (If no Emergency Days used)
May 31	Memorial Day - School Holiday

End of 1st quarter - 10/16
End of 2nd quarter - 12/18
End of 3rd quarter - 03/19
End of 4th quarter - 05/27

School Day - 8:45am - 2:30pm

February 2027

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28						

March 2027

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28	29	30	31			

April 2027

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May 2027

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23	24	25	26	////	ED	29
30	H					

June 2027

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	First Day / School Resumes
X	Non-Attendance Day
H	Holiday
TI	Institute Day - No Students
////	1/2 Day School Improvement
	Parent/Teacher Conference - No Students
ED	Emergency Days - If needed

*IEP paperwork days: 10/16, 12/18, 03/19, 05/27

Exceptional Services for Exceptional Students by Exceptional Staff

YJC:lg Board approved on 3.19.2026

Free Appropriate Public Education

SEDOL School Board Policy 6:120

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term children with disabilities, as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) Special Education rules that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year.

Registration/School Fees

Parents/guardians must register students in their home school districts on an annual basis. Please look for notification of registration by mail or in local newspapers and go to the assigned school or district office to register the student. If you do not receive notification of registration, please call your local school for information. School fees are to be paid to your local school district. SEDOL does not assess a registration fee. Please refer to your local district policy for waiver of school fees.

School Wellness

SEDOL School Board Policy 6:50

All SEDOL schools adhere to the guidelines and requirements described in the District Wellness Policy. This policy includes topics such as goals for nutrition education and physical activity as well as nutrition guidelines for foods. For additional information refer to SEDOL policy documents listed above.

Emergency Forms and Waivers

A copy of the emergency form is to be completed in full each school year, providing requested information to secure the health and safety of each child. It is vital that you include all of the required information on the emergency forms. It is very important that you provide us with a name of someone whom you wish to be notified in an emergency, in case we are unable to contact you. Please print clearly on the forms so they are legible. If you provide an alternate emergency person, please make sure that they are aware. Please notify the school office in writing if and when any information changes during the school year.

General School Information

School hours

Students: 8:45am- 2:30pm
Office: 8:00am- 3:30pm

Meal Program

SEDOL School board Policy 4:120
SEDOL School Procedures 4:120 AP

All Special Education District of Lake County students can receive breakfast and lunch free of charge. Any subsequent meals after the initial provided would need to be purchased by the student.

Since all students are able to eat meals for free, families do not need to apply for free and reduced price eligibility.

Attendance Rules

Attending school every day contributes to the successful school experience - unnecessary absences are discouraged. Parents/guardians are responsible for making sure that their child attends school. Parents/guardians must notify the school in advance or at the time of the absence with the reason and length of absence. Valid absences include illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, and circumstances that cause reasonable concern to the parent/guardian for the student's safety or health.

Closed Campus

SEDOL is a closed campus facility. Students are not permitted to leave the school building without a staff member or parent. If a student leaves the building, the staff will attempt to redirect the student back into the building. Students walking off school grounds who are under the age of 18 may be subject to a truancy ticket written by the school's resource officer.

Notification of Absence

SEDOL School Policy 7:70

If a child is absent, the school requires parents/guardians to call the school's attendance line any time. The following information is required when reporting an absence: name of child, teacher's name, reason for absence, and person reporting the absence. Call the number listed below to report an absence.

Fairhaven School	847-986-1150
Nursing Office	847-986-1156

Late Drop Off/Early Pick-up

School Board Policy 7:90

Students who are late to school must check into the office before going to class so they can be counted as present. If the office is unaware of that student's presence, an unnecessary and sometimes frightening telephone call is made to parents. Parents should sign-in their child in the office upon arrival.

All students must have a parent or other parent-designated adult sign them out in the office if they need to leave early or if a parent is picking them up early. When you come to pick up your child we ask that you "sign out" your child in the office so that we have a record of when and with whom he/she left the building. Students must be dismissed to the care of a parent, guardian or other parent-designated adult.

Excused/Unexcused Absences

SEDOL School Board Policy 7:70

- Absences shall be considered unexcused if a call is not received with a valid reason for absence.
- It is the decision of the school, rather than the parent/guardian, what determines if an absence is excused or unexcused.
- If a student is absent from school due to the observance of a religious holiday, that student will have an equal opportunity to make up any school requirements missed due to absence. (SEDOL procedure 7:80)
- NON-PARTICIPATION IN EXTRACURRICULAR ACTIVITIES: If students are absent from school for ANY PART of the school day due to illness, they will not be permitted to participate in extracurricular activities scheduled after school, such as dances, athletics, performances, etc. Other absences, which arise due to appointments or other circumstances, will be evaluated on an individual basis at the discretion of the administration.
- If a student is chronically absent and the absences are determined to be unexcused, SEDOL board policy will be followed. Staff may also make a referral to Lake County Regional Office of Education for chronic truancy and attendance issues.
- Excused absences include:
    - Illness
        - Including mental or behavioral health of the student

- court appearance
- death in the immediate family
- unavoidable doctor's appointments
- family emergency as determined by school officials
- Observance of a religious holiday
- Attendance at a civic event

Non-Student Attendance Days

Throughout the school year there will be days scheduled that students will not attend or will be released early. Please refer to the school calendar in your packet or on the school website. Early release and non-student attendance days are used for the purpose of staff development and staff IEP collaboration.

Emergency School Closing

When snow or other circumstances cause our schools to close, the automated emergency calling system will send a message to the telephone number or email address provided by each family. Please be sure contact information is current. The system is also capable of sending a text message. Information will also be posted on the school website. Information can be accessed through the SEDOL website at www.sedol.us or call SEDOL 847-548-8470.

You may also access school closing information for SEDOL and many other Lake County school districts through social media and the district website.

1) District Webpage: sedol.us
2) Facebook
3) Twitter: @SEDOL_IL
4) Instagram: SEDOL_IL

Additional information may also be available by calling Fairhaven School.

Even if schools are open, the final decision about a child's attendance remains with the parent. A decision to close or open school cannot take into account every circumstance. We can best protect the safety and welfare of all students if parents decide what is best for their child.

Nursing and Medical

Medical Overview

Children's health is a key element in positive educational outcomes. The goal of SEDOL Health Services is to promote, protect, support, improve, and sustain the health, emotional well-being, and safety of all students and staff for optimal learning and quality of life. This is accomplished in collaboration with students, families, staff, administrators, and community resources.

“School nursing is a specialized practice of professional nursing that advances the well being, academic success and lifelong achievement of students. To that end, school nurses facilitate positive student responses to normal development, promote health and safety, intervene with actual and potential health problems, provide case management services and actively collaborate with others to build student and family capacity for adaptation, self management, self advocacy and learning” - National Association of School Nurses.

Medication Procedure Overview

SEDOL School Board Policy 7:270
SEDOL School Procedure 7:270-AP1
SEDOL School Procedure 7:270-AP2

If it is necessary for a student to take medication at school, the Parental Medication Request Form must be completely filled out and signed by the physician and parent. No medications (prescription or over-the-counter) can be given without a physician’s order. The medication must be in a current prescription bottle with the student's name, medication name, correct dose, time to be given, and physician's name on it. Non-prescription medication must be in a new, sealed package. Medications will be kept at school until a refill is needed. The school has a refrigerator for medications that need to be kept cold.

Physician orders will be needed for:

- Medications
- Nebulizer treatments
- Suctioning
- Epi-pens
- G-tube feeding
- Oxygen Therapy
- Wound care

Asthma/ Anaphylaxis Medications: In accordance with 105 ILCS 5/22-30 (P.A. 94-0792: effective May 19, 2006) the school will permit, the self-administration of medication by a pupil with asthma or use of an epinephrine auto-injector by a pupil at risk of anaphylaxis. SEDOL is required to notify parents/guardians after the administration of any epi-pen, and to notify the prescribing doctor within 24 hours after the administration of any undesignated epi-pen.

Administration of medication, including asthma medication, epinephrine auto-injectors to students, and opioid antagonist: In accordance with 105 ILCS 5/10-20.14b, 10-22.21b, 22-30 (P.A. 94-0792: effective May 19, 2006) the school will permit, the self-administration of medication by a pupil with asthma or use of an epinephrine auto-injector by a pupil at risk of anaphylaxis. SEDOL is required to notify parents/guardians after the administration of any epipen, and to notify the prescribing doctor within 24 hours after the administration of any undesignated epi-pen. The school district, school, and its employees and agents are exempt from liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of asthma medication, an epi-pen (whether or not undesignated), or an opioid antagonist. The parents /guardians must sign and return an acknowledgement to the school district that they indemnify and hold harmless the school

district, school, and its employees and agents against any claims, except for a claim based on willful and wanton conduct arising out of the administration of asthma medication, an epi-pen (whether or not undesignated), or an opioid antagonist.

Concussions and head injuries: (105 ILCS 5/22-80; 105 ILCS 25/1.15) SEDOL complies with the concussion protocols, policies, and bylaws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and its Return to Play Policy. (School Board Policy 7:305)

Communicable and Infectious Diseases: (School Board Policy 7:280). A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the district's policies.

SEDOL maintains a supply of stock medications within the SEDOL building based program health offices, in the event of an emergency. These stock medications include Albuterol Metered Dose Inhalers, Epipen, Epipen jr, Narcan, Baqsimi glucagon and oxygen. Administration of these medications will follow the State regulations and prescriptions signed by a medical doctor. Parents have the right to opt-out of this program by sending an email or written letter to your building nurse or Sue Kruckman, Nursing Coordinator at skruckman@sedol.us

Parent's Role and Responsibilities for their Child's Health

In the event that your child's health status changes at school, arrangements for your child's transportation from school to home must be in place. If transportation is not available to parents and/or caregiver alternative arrangements must be made. All persons listed as Emergency Contacts must be available to pick up your child from school and must be comfortable caring for him/her. It is expected that any person called to pick up your child will arrive at school within an hour of the initial call from the school Nurse.

All parents/guardians are expected to inform SEDOL nursing when there is a change in the health status of their child or when there has been a change in the dosage of medications prescribed. In addition, the school nurse must be informed when there is a change in the phone number of emergency contacts. It is important for the safety and well being of your child that emergency contact information be kept current throughout the year.

Clarification of Physical Restrictions: A statement from one's physician explaining any physical restrictions must be kept on file in the nurse's office for every student requiring special consideration, i.e. casts, crutches, diabetics, heart conditions, seizure disorders, medication, etc. For students to be excused from participation in physical education class because of health reasons for any period longer than three days, they must have a note from their physician.

Observe your child for signs of illness: fever, coughing, runny nose, eye discharge, sore throat, swollen glands in the neck, skin rash, unusual pallor, dizziness, nausea, vomiting, diarrhea, aches (such as earache, backache, stomach ache) or pain. If your child exhibits any of these symptoms, please keep him/her home from school. If a child is not feeling well enough to participate in school activities, the parent will be notified to take their child home.

Note: According to the American Academy of Pediatrics 2006 Red Book: Report on Infectious Diseases, a “fever” is defined as a temperature of 100 degrees Fahrenheit or greater. Our district policy concerning students with fevers is that the student cannot return to school until he/she has been fever free without the use of medication for 24 hours. (School Board Policy 7:280)

In accordance with Care of Students with Diabetes Act (105ILCS 145/1), SEDOL requires a diabetes care plan as necessary. (SEDOL School Board Procedure 6:120 AP4, 7:285E2 SO)

SEDOL adheres to the food allergy guidelines. (105ILCS 5/2-3.149, SEDOL School Board Policy 7:285)

Medicaid

See Appendix **A**

Written notice will be provided to parents of children with disabilities of all of their legal protections when public agencies seek to access public benefits or insurance (e.g. Medicaid) to pay for services required under the IDEA.

The initial notice (to be provided prior to access) and subsequent notices will contain the follow information:

- The personally identifiable information may be disclosed
- The purpose of the disclosure (e.g. billing for service)
- The agency to which disclosure will be made (e.g. Medicaid)
- The following no-cost statements:
- Parents may not be required to enroll in public benefits in order for their child to receive FAPE
- Parents may not be required to incur out-of-pocket expenses such as a deductible or co-pay
- A district may not use a child’s benefits if that use would decrease lifetime coverage, increase premiums, result in the family paying for services that would otherwise be covered, or risk loss of eligibility for certain waivers.
- The parents have the right to withdraw their consent at any time
- The withdrawal of consent or refusal to consent does not relieve the district of its obligation to provide all required services at no cost to parents.

State of Illinois Requirements

School Board Policy 7:100
School Board Policy 6:140

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

1. Entering kindergarten or first grade;
2. Entering the sixth grade (age 11) and ninth grade (age 15); and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out of the country).

Proof of immunization against meningococcal disease is required from students in grades 6 and 12, beginning with the 2015-2016 school year.

A copy of the Illinois Child Health Exam report, signed by a physician and dated within the past 12 months, must be on record with the District or the school nurse. Record of immunizations against measles, tetanus, diphtheria, poliomyelitis and pertussis (whooping cough) must also be present. All fifth grade students are required to have hepatitis B inoculations. If health/immunization records are not in compliance with the Illinois School Code and the report is not received by October 15 of the school year, the student must be excluded from school until the student is in compliance.

Vision Exams: The state of Illinois requires mandatory vision examinations of all students entering school in kindergarten (or grade 1) or transferring from a school outside of Illinois. Please have your optometrist or ophthalmologist complete the State of Illinois Eye Exam Report and return it to your school nurse prior to October 15. If you are unable to obtain the required vision examination, please complete the Illinois Eye Exam Waiver Form, which is available from your school nurse.

Vision Screenings: Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Dental Exams: Illinois law requires all students in kindergarten, second grade and sixth grade present proof of a completed dental examination by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health. Parents/Guardians will be provided notice, at least 60 days before May 15th of each school year.

The State of Illinois legally requires the Special Education District of Lake County to exclude any students who do not comply with the regulations.

Religious Objection: The parent or legal guardian of a student may object to health examination, immunization, vision and hearing screening tests, and dental examinations for their child on religious grounds. If a religious objection is made, a written and signed statement

from the parent or legal guardian detailing such objections must be presented to the local school authority.

The objection must set forth the specific religious belief which conflicts with the examination, immunization or other medical intervention. The religious objection may be personal and need not be directed by the tenets of an established religious organization. A general philosophical or moral reluctance to allow examinations will not provide a sufficient basis for an exception to statutory requirements. The local school authority is responsible for determining whether the written statement constitutes a valid religious objection.

Medical Objection: Any medical objection to an immunization must be made by a physician licensed to practice in all branches of medicine. The medical statement must include the student's medical condition and must be endorsed and signed by the physician on the certificate of child health examination and placed in the child's permanent record. Should the condition of the child later permit immunization, this requirement will then have to be met.

Vision and/or Dental exemption: Eye examination and/or dental requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who proves eye examinations or a licensed optometrist or dentist.

Homeless Child: Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment.

CPR-AED Training

SEDOL Board Policy 4:170
SEDOL Board procedure 4:170 AP6 E2

Parents have an opportunity to view a CPR-AED training video, all are encouraged to take advantage of this resource. This video may be viewed at the following website: https://cpr.heart.org/en/cpr-courses-and-kits/hands-only-cpr

Student Accident Insurance

SEDOL offers student accident insurance to all students at no additional cost. The plan provides medical coverage for all accidents occurring during school-sponsored and supervised activities, including all sports. This supplemental plan pays the reasonable and customary charges not paid by other insurance for any covered accidental bodily injury. If there is no other family medical insurance, this plan will provide the primary insurance for the covered accident. There is no deductible.

In the event of an accident during the school day or a school activity, claim forms can be accessed through
LINK
➔ select Claim Forms
➔ select Illinois
➔ select Special Education District of Lake County

It is the responsibility of the parent/guardian to obtain the form and complete the process.
In addition, parents may purchase non-school related accident coverage as well as dental accident coverage that goes beyond the school day. Enrollment forms may be accessed through the following link.

➔ select Enroll Now
➔ select Illinois
➔ select Special Educaiton District of Lake County.

Code of Conduct Overview

SEDOL School Board Policy 7:170
SEDOL School Board Policy 7:190
SEDOL School Board Policy 7:230
SEDOL School Procedure 7:230AP-SO

Student Behavior

School Board Policy 7:190

Students are expected to conduct themselves in accordance with School Rules and the behavioral expectations of their IEP while in school. Administration and/or the classroom therapeutic team will determine consequences for gross misconduct on an individual basis identified below.

Behavioral Expectations and School Rules

The school administration is authorized to discipline students for gross disobedience or misconduct, which includes behavior on school property and/or school transportation at any time, including, but not limited to:

01. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
02. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
03. Using, possessing, distributing, purchasing, or selling, or offering for sale:
    a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
    b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.

c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system, or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be an illegal drug or controlled substance; 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 or controlled substance, or other substance that is prohibited by this policy.
h. 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.
i. Any non-prescription drugs.

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

04. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
05. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
06. No using or possessing an electronic paging device or any electronic device that has picture or texting capabilities. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violated the rights of others, including using the device to take photographs, specifically in locker rooms or bathrooms, cheat or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitations, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all 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 used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

07. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
08. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
09. Engaging in hazing or any kind of bullying or aggressive behavior that does physical and psychological harm to a staff person or another student, or urging other students to engage in such conduct (See Appendix **B** for sample of parent notification form). Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board Policy 7:185, *Teen Dating Violence Prohibited* is prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (EJAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational functions, 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.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event. Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

Weapons

Subject to SEDOL's Special Education policies and procedures, a student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years

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

Any incident of possession of a "weapon" at school will result in a police contact and contact made with the home school district. An investigation will follow and recommendations for response will be made by the team.

Gangs or Gang-Related Activities

SEDOL prohibits the presence of gangs, gang activities, or other undesirable groups that by their nature interfere with and/or disrupt school and school activities. A gang is defined as any group of two or more persons not affiliated with school or school sponsored activities whose purposes include the disruption of the learning environment and/or the commission of illegal acts.

It is the school's position that no student on or about the school premises or at any school activity shall engage in the following:

- Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item which is evidence of membership or affiliation in any gang;
- Commit any act, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership in or affiliation with a gang;
- Use any speech or commit any act to further the interests of any gang or gang activity, including but not limited to:
    - Soliciting others for membership in any gangs;
    - Requesting any person to pay protection or otherwise intimidating or threatening any person;
    - Committing any other illegal act or other violation of school district policies;
    - Inciting other students to act with physical violence upon any other person.
    - Students in violation will be subject to disciplinary action by Administration, including police contact, possible family meetings, and a possible stricter dress code for that student for the remainder of the school year.

Student Dress Code/Appearance

SEDOL School Board Policy 7:160

SEDOL schools recognize that there are individual differences among students and that the major responsibility for acceptable dress lies with the individual student and his/her parent/guardian. Student dress and grooming must not disrupt the educational process; interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Clothing determined to be inappropriate by schools include but not limited to:

01. Any type of clothing considered to be:
    a. Disruptive to the educational process
    b. A threat to the health, safety, welfare, or property of self or others
    c. In violation with public decency and civil statutes
    d. Gang related: for example, the color combinations of black/blue, black/red, black/gold etc.
02. Sunglasses, hats, gloves, or hand coverings, headgear, or outerwear of any kind while inside the building. Hats may be worn either straight forward or straight backwards while outside on school grounds.
03. Clothing which exposes torso skin, and excessively revealing clothing (anything which is covered by a bathing suit) such as:
    a. Short shorts or short skirts
    b. Halter tops/strap T-shirts/tank tops
    c. Bare midriff tops/swimsuits/mesh/spandex
04. Inappropriate language or drawing on clothing, including but not limited to
    a. Cigarette, alcohol, or drug advertising or symbols
    b. Sexual, violent, racist, vulgar, satanic, or anarchy drawings or pictures
    c. Gang or cult representations or language
05. Chains (including wallet chains) or other items that could be used as a weapon.

In addition:

a. Cleanliness of person and clothing is expected.
b. Pants must be worn around the waist or a loaner belt will be provided. Pant legs cannot be tied off at the bottom with rubber bands, shoelaces, etc. Pants may not be cut or worn above the knee
c. Undergarments must not be seen
d. Comb, picks, etc. are not allowed to be worn in the hair
e. All tattoos must be covered PRIOR to coming to school

Students will be given an opportunity to adjust dress to be in compliance with school policy (ex. change a shirt). Failure to comply with these rules may result in parent/guardian contact and disciplinary action, as determined by the student's educational team.

Transportation

Students are transported by vehicles (bus, van, cab) provided by the student's home school district. The bus ride is an extension of the school day; all expectations for conduct apply. Improper conduct on a bus may result in disciplinary measures including bus write-ups, parent/guardian meetings, and the suspension of bus riding privileges.

- Students are not allowed to walk, ride bicycles or any other mode of transportation other than provided by the school district.
- A student may be driven to or from school by parents/guardians or an authorized person only, and must be signed in or out by that person. Please wait with your child until a staff person is able to escort your child to class.
- Please notify the transportation company as soon as a student's address change is known.
- To ensure the proper change in transportation services at least three days notice must be given to the transportation company and school.
- Students must be transported to and from their homes unless parents/guardians have completed the Alternate Pick-up and Drop Off form, included in the opening packet.
- The driver is in charge of the van/bus/cab.
- If medications need to be transported to the school, the parent/guardian must put medication in a secure container in a designated area, out of reach of the student, and preferably with the bus driver.
- *Please note: Some districts prohibit their drivers from receiving and transporting student medication.
- All riders must follow all bus rules and procedures.
- Seat belts are to be worn at all times.
- There is no eating or drinking on buses/cabs/vans unless indicated on the student's IEP.
- Parents are responsible to secure student properly in wheelchair before boarding bus.
- Bus dismissal times may vary due to loading configurations of the school. Based on the order of bus loading, your student's arrival home may vary. Contingent on the age and/or disability of the student, there must be a parent/guardian or designee available to accept students upon arrival home.
- All bags of early childhood and primary students must be kept in the front of the bus. Older, responsible students may keep them if no problems occur. The children are asked to keep all personal possessions in the bags. Playing with toys on the bus can create distractions for the driver and sometimes causes fights among the students. It is

very difficult for the drivers to communicate with the students while they are driving. If they have to stop the bus to deal with problems, the ride is lengthened.

Bus Surveillance Policy

SEDOL School Board Policy 7:220
SEDOL School Procedure 7:220AP

Some buses are equipped with boxes that may contain a video camera. This is for monitoring behavior, safety, and security of all riders. Illinois Law (PA 95-0352) states and allows:

- Both visual and audio recordings may be made on the interior of school buses when transportation is provided for any school-related activity. Notice of such recordings will have to be provided to parents and students, be clearly posted on the entrance door and inside the school bus. Recordings must be held confidential and can only be used by school officials and law enforcement personnel for disciplinary actions or prosecutions related to incidents occurring in or around the school bus.

Computer, Electronic Devices and Internet Use

SEDOL School Board Policy 6:235
SEDOL School Procedures 6:235AP1, 6:235AP1E1, 6:235AP2, 6:235E3, 6:235E4

Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

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

The use of the District's electronic networks shall:

- Be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students.
- Comply with the selection criteria for instructional materials and library-resource center materials.

As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to:

- Interacting with other individuals on social networking websites and in chat rooms.
- Cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use. Acceptable Use All use of the District's electronic network must be:

- In support of education and/or research, and be in furtherance of the Executive Board's stated goals.

- For a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers.

General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, Acceptable Use of the District's Electronic Networks, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by school officials. Internet Safety Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are obscene, pornographic, or harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

- Ensure staff supervision of student access to online electronic networks
- Restrict student access to inappropriate matter as well as restricting access to harmful materials
- Ensure student and staff privacy, safety and security when using electronic communications
- Restrict unauthorized access, including "hacking" and other unlawful activities
- Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as names and addresses.
- Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use. All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Student Electronic Devices

SEDOL Board Procedure 7:190AP5

Cellular telephones and other communication devices must be turned off during the school day. Unauthorized use during the school day is not permitted. Use of personal devices during the school day, or unauthorized/inappropriate use of any electronics (cell phones, cameras, laptops, etc.) at any time (including off-school time) is unacceptable. Schools may develop other rules, for instance, requiring that cell phones be stored in a locker and not on a person. In addition, emergency procedures may require the powering down of all wireless communication devices (including laptops, cell phones, walkie-talkies, etc.), as directed by law enforcement. Failure to comply may result in the cell phone/device being confiscated as well as disciplinary measures consistent with the Behavior Code. Parents may be required to come to the school to retrieve the device, especially if the device is suspected of containing inappropriate content. Additionally, devices may be turned over to local authorities if suspected of containing inappropriate content. If the violation involves the use of school property, the student may also be restricted from using school technology.

In accordance with 105 ILCS 75/15, the school/district may not request or require a student to provide a password or other related account information to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is "specific information about activity on the student's account…that violates a school disciplinary rule or policy." As part of a school's investigation, a student may be required to "share the content that is reported in order to make a factual determination."

Telephone Use

Students may not use school telephones without the permission and direct supervision of a faculty member. All cell phones need to be checked in during the check in process.

Sexting

(See Appendix **C** for a letter from the Superintendent regarding parent resources for sexting.)

Sexting: a portmanteau word of sex and texting with no clear definition. It is commonly explained as the act of sending sexually explicit photos, images, or messages electronically, primarily by mobile phone or the internet. For purposes of this procedure, it also includes:

- Indecent visual depiction, which means a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the unclothed or transparently clothed genitals, pubic area, buttocks, or, if such person is female, a fully or partially developed breast of the person (705 ILCS 405/3-40(a) (enacted to provide law enforcement officials an alternative to bringing child pornography charges against minors in possession of indecent visual depictions through placing them under the supervision of juvenile courts)
- Non-consensual dissemination of private sexual images, which is a crime that is committed when a person:
    - intentionally disseminates an image of another person:
        - who is at least 18 years of age
        - who is identifiable from the image itself or information displayed in connection with the image
        - who is engaged in a sexual act or whose intimate parts are exposed, in whole or in part; and
        - obtains the image under circumstances in which a reasonable person would know or understand that the image was to remain private
        - knows or should have known that the person in the image has not consented to the dissemination (720 ILCS 5/11-23.5, added by P.A. 98-1138).

Behavior Management

SEDOL schools utilize a therapeutic social skills approach to behavior management. Relationships are built on mutual trust and respect and developed through teacher's having an

awareness and understanding of their students' emotional needs. A student's behavior is strengthened by the way we communicate and give feedback through therapeutic interventions. SEDOL behavior management systems use positive reinforcers that can strengthen behavior. The goal of the behavior management system is for students to internalize appropriate social skills and self-control and apply those skills in a variety of settings. Internalization of appropriate social skills and self-control is shown when students demonstrate these skills independently, without teacher intervention.

Disciplinary Measures

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

01. Notifying parent/guardian.
02. Disciplinary conference.
03. Withholding of privileges.
04. Temporary removal from the classroom.
05. Return of property or restitution for lost, stolen, or damaged property.
06. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
07. After-school study or Saturday study, provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
08. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice used to violate this policy or school disciplinary rules.
09. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board Policy 7:220, *Bus Conduct.*
11. Out-of-school suspension from school and all school activities in accordance with Board Policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

Behavioral Interventions

SEDOL Board Policy 7:230

Supporting positive student behaviors in and outside of the classroom is a central focus of our school. Facilitating behavior change and fostering positive choice making is the primary goal of any behavioral intervention at SEDOL schools. When students engage in negative behaviors, it is the staff's role to collaboratively determine what individualized interventions provide the greatest opportunities for positive change. While these interventions may include traditional disciplinary measures, SEDOL staff primarily facilitate relationship building, engage students in problem-solving activities, and encourage self-advocacy to increase functional and socially appropriate behaviors at school. Staff are committed to reducing and eliminating violence and drug use and the impact these causes have on student's lives.

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The fundamental principle of this policy is that nonaversive or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable to the use of aversive and restrictive interventions. The use of positive interventions is consistent with the educational goals of enhancing a student's academic, social and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect, care, welfare, safety and security for the individual student's dignity and personal privacy and adhere to professionally accepted treatment practices. All of the procedural protection available to students with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavior interventions.

Physical Restraint/Isolated Time Out

SEDOL School Procedures 7:190AP4

All SEDOL staff are trained in nonviolent crisis intervention/CPI. Reasonably necessary physical restraint may be utilized by a SEDOL employee to maintain the care, welfare, safety, and

security of all students and staff as a last resort when a student's behavior presents a danger to self or others. Physical restraint will be utilized as a last resort by staff, giving due consideration to the particular circumstances involved. Parent/Guardian will be notified in writing of any physical restraint or isolated time out. Hallways, time out rooms and Office Intervention may be under video surveillance at SEDOL schools.

Searches and Seizures

SEDOL School Board Policy 7:140

To maintain order and security in the schools, attending district authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, including the use of metal detectors. "School authorities" includes school liaison police officers.

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

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

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. When feasible, the search should be conducted as follows:

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

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

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

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/: 1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Searches are conducted each morning when students enter the building at Cyd Lash Academy. Students walk through a metal detector and staff members search backpacks, outerwear, and student pockets. Students at Gages Lake School and Cyd Lash Academy may be subjected to search using a hand held metal detector by staff.

Reciprocal Reporting of Criminal Offenses Committed by Students

According to the Illinois School Code, the Police Department School Liaison Officer and the School Administration are obligated to verbally report to each other the following activities when committed by a student enrolled in a school:

01. Unlawful use of weapons under Section 24-1 of the Criminal Code of 1961.
02. A violation of the Illinois Controlled Substances Act.
03. A violation of the Cannabis Control Act.
04. A forcible felony as defined in Section 2-8 of the Criminal Code of 1961.

Student Substance Abuse Policy

The SEDOL Board recognized that the use of drugs illegally and/or inappropriately constitutes a hazard to the positive development of students. In addition to maintaining a realistic, meaningful drug education program, SEDOL shall be actively concerned with drug use and abuse by students. Therefore, they shall create a climate whereby students may seek and receive counseling about drugs and related problems without fear of reprisal. The relationship shall be a strict confidential relationship between the school staff member and the student.

- Under no circumstances shall a teacher/therapist be forced to reveal the student's name or any confidential information given during the counseling session.
- Without breaking confidentiality by revealing the child's name, the school staff member shall use his or her best judgment to decide with of these approaches to follow:
    - to listen and discuss in confidence the situation as related by the student;
    - to consult with the administration, nurse, and/or mental health personnel (highly recommended); and/or
    - consult appropriate in-school or approved out-of-school agencies.

- The confidential relationship shall be broken when a student is seen using and/or possessing drugs; or if, in the best judgment of the staff member, there is an immediate, clear, and present danger to the safety and well-being of the student and/or others. In such instances, the staff member shall contact his supervisor for further instructions.

Suspension Procedures

SEDOL Board Policy 7:190
SEDOL Board Procedure 7:190AP8
SEDOL Board Policy 7:200

The resident district of a student enrolled in a SEDOL program has the legal jurisdiction in matters of student suspension. Gross disobedience or misconduct by students in SEDOL programs may result in a recommendation to the student's district of residence that he/she be suspended.

In-School Suspension- At the first indication of a need to suspend a student, the teacher shall immediately contact the supervisor of the sector/program. The supervisor then contacts the district of residence designated administrator or alternate designee for permission to suspend. If the designated district administrator or alternate cannot be reached in a timely basis, a SEDOL central office administrator will make the determination on behalf of the district of residence. The SEDOL supervisor then follows up with a notification letter to the parents/guardian indicating the reason for suspension and indicating a contact at the student's district of residence regarding hearing rights and procedures. The SEDOL supervisor will also follow up with the district administrator regarding the reason for the suspension. The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

- Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
- Students are supervised by licensed school personnel.
- Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension- The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

- A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
- A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
- Any attempted phone call to the student's parent/guardian.
- A written notice of the suspension to the parent/guardian and the student, which shall:
    - Provide notice to the parent/guardian of their child's right to a review of the suspension
    - Include information about an opportunity to make up work missed during the suspension for equivalent academic credit
    - Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend
    - Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct
    - Depending upon the length of the out-of-school suspension, include the following applicable information
        - For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose: a) A threat to school safety, or b) A disruption to other students' learning opportunities.
        - For a suspension of 4 or more school days, an explanation: a) That other appropriate and available behavioral and disciplinary interventions have been exhausted. b) As to whether school officials attempted other

interventions or determined that no other interventions were available for the student.

- That the student's continuing presence in school would either: i) Pose a threat to the safety of other students, staff, or members of the school community, or ii) Substantially disrupt, impede, or interfere with the operation of the school. iii. For a suspension of 5 or more school days, the information listed above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
- A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
- The first time a student is removed for more than 10 cumulative days during the school year, the District shall, no later than 10 school days after the decision to suspend a student is made, convene an IEP meeting to review and, if appropriate, modify the student's behavior intervention plan, as necessary, to address the student's behavior. If no behavior intervention plan is in place, the IEP team shall develop a plan for a functional behavioral assessment that must be used to develop a behavior intervention plan. In addition, the supervisor shall determine whether a change in placement has occurred necessitating a determination by the IEP team as to whether the student's conduct was a manifestation of the student's disability. In making this determination the supervisor shall consider (1) whether the child's behavior is substantially similar to the child's behavior in previous incidents resulting in suspensions and (2) the length of each removal, the total days of suspension and the proximity of the suspensions to one another.
- For all subsequent removals of the student that do not constitute a change in placement, the IEP team members must review the behavior intervention plan and its implementation. If any team member indicates that the plan may need to be modified, the IEP team must be convened to review the plan and revise it, if appropriate. In addition, the supervisor must determine, consistent with the criteria stated above, whether a change in placement has occurred necessitating an IEP meeting to conduct a manifestation determination review.
- For all removals that exceed 10 cumulative days during one school year, the District shall provide services to the student. School personnel, in conjunction with the student's teacher, shall determine the services to be provided. Such services must be designed to enable the student to progress in the general curriculum and IEP goals.
- Upon request of the parent/guardian, a review of the suspension shall be conducted by the district of residence Board or a hearing officer appointed by that Board. At the review, the student's parent/guardian may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the district of residence shall invite a representative from the Department of Human Services to consult

with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

All discipline at SEDOL schools reflects an effort to increase student learning and emotional functioning. Discipline may involve counseling, teaching, family meeting(s), mediation, loss of privileges, suspension, alternative to suspension program involvement, restitution, or contacts with outside agencies including the police. A student attending both their home school and a SEDOL specific school who is suspended from either placement will not be permitted to attend either setting until the suspension has been served.

Re-Engagement of Returning Students

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

Student Social Media

The school or school official may not request or require a student to provide a password or other related account information to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account that violates a school disciplinary rule or policy. As part of a school's investigation, a student may be required to share the content that is reported in order to make a factual determination.

Teen Dating Violence Policy

SEDOL School Board Policy 7:185

SEDOL board policy prohibits teen dating violence that takes place at school, on school property, at school sponsored events, or in school provided transportation vehicles.

Bullying/Hazing Policy

SEDOL School Board Policy 7:180

No person, including a District employee or agent, or student, shall harass, intimidate or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation;

gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, visual or electronic, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Supporters (those who encourage bullying) and bystanders (those who observe and do nothing to stop it) may be considered as having roles in bullying situations. Similarly, hazing is defined as any group action or situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule.

Complaints of harassment, intimidation, or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation, or bullying by including this policy in the appropriate handbooks.

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school related activity. The School District will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment and will take disciplinary action against any student who participated in such conduct.

Suicide Awareness and Prevention Policy

SEDOL School Board Policy 7:290
SEDOL Board Policy 7:290 AP

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law. For additional information, see SEDOL School Board Policy 7:290.

National Suicide Prevention Lifeline
Hours: Available 24 hours. Languages: English, Spanish
800-273-8255

Crisis Text Line
Text HOME to 741741 to connect with a Crisis Counselor 24/7

Safe2Help Illinois
Call: 844-4-SAFEIL (723345) Text: SAFE2 (72332)
Email: HELP@safe2helpIL.com

Lake County Illinois Sucide Prevention
847-377-8088

Student and Family Rights

Student Safety

SEDOL Board Policy 8:30

The safety of students shall be assured through close supervision of students in all school buildings and grounds. All school buildings owned and/or operated by SEDOL will observe security procedures.

Safety Drill

Safety Drills (105 ILCS 128/1) All students will participate in mandated safety drills in accordance with the Illinois School Code. Fire and or/law enforcement personnel may be present for these drills.

Visitor Policy

SEDOL Board Policy 8:30

All visitors to school property are required to report to the main office and receive permission to remain on school property. All visitors must sign a visitor's log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Parental Involvement

SEDOL Board Policy 8:95

In order to assure collaborative relationships between students' families, the Executive Board, and District personnel, and to enable parents/guardians to become active partners in their children's education, the Superintendent shall:

- Keep parents/guardians thoroughly informed about their child's school and education.
- Encourage parents/guardians to be involved in their child's school and education.
- Establish effective two-way communication between parents/guardians and the District.
- Seek input from parents/guardians on significant school-related issues.
- Inform parents/guardians on how they can assist their children's learning.

School Visitation Rights Act

SEDOL Board Policy 8:30

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work to attend necessary educational or behavioral conferences at their child's school.

Inspection of Instructional Materials

Parents or guardians of any student may inspect any instructional materials used in the schools. Items for inspection may include Audio-visual materials and electronic material. Call the school for an appointment to view any of these items. The rights concerning the sale or purchase of information relating to children is prohibited under the Children's Privacy Protection and Parental Empowerment Act (325 ILCS 17/1).

Transfer of Rights Due to Age of Majority

Public Law 105-17, amendments to the Individuals with Disabilities Education Act (IDEA), requires that when a child with a disability reaches the age of majority under State law, both parent(s) guardian(s) and the child must be notified of the transfer educational rights one year prior to the child's eighteenth birthday. When a child with a disability reaches the age of eighteen (18):

- All rights accorded to the parent(s)/guardian(s) under the IDEA transfer to the child;
- All rights accorded to the parent(s)/guardian(s) under the IDEA transfer to children who are incarcerated in an adult or juvenile federal, state, or local correctional institution;
- All rights accorded to the parent(s)/guardian(s) under the IDEA will be afforded to the individual/agency as directed by the court for the child with a disability who has been determined to be incompetent under State law.
- Parent(s)/guardian(s) of children with disabilities retain the right to receive ten-(10) day notice, prior to the date of any FIE or IEP conference.

Publicity Release

Pictures of Unnamed Students: Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the Building/Program Administrator. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

Pictures of Named Students Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or deserve special recognition. In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign the consent. Parent/Guardian will be asked to sign SEDOL form #161. Publicity release forms are sent home annually in the beginning of the school year parent/guardian packet.

Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

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

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.

The parents/guardians may authorize SEDOL to release records by signing a consent form. Release of information forms must be signed yearly.

Surveys of Private Information

In accordance with federal law (Public Law 103-227), students who participate in federally-funded programs (e.g. Chapter 1 remedial reading) are not required to divulge in a survey, analysis or evaluation of any of the following without the prior written consent of their parents or guardians: (1) political affiliations; (2) embarrassing mental or psychological problems; (3) sex behavior and attitudes; (4) illegal, antisocial, self-incriminating and demeaning behavior; (5) critical appraisals of family members; (6) privileged relationships such as those involving lawyers, physicians and clergy; and (7) income (other than as required to determine eligibility for participation in a program or for financial assistance).

Student and Family Privacy Rights

SEDOL Board Policy 7:15

Any survey information that is obtained at school will be kept confidential and will not be released without your prior knowledge.

Military Recruiting

From time-to-time, military recruiters and postsecondary educational institutions request the names, telephone numbers, and addresses of our secondary students. The school must provide this information unless the parent(s)/guardian(s) request that it not be disclosed without their prior written consent.

Important: If you do not want military recruiters or institutions of higher learning to be given your secondary school student's name, address, and telephone number, please complete the form located in Appendix **D** and return it to the Building Principal.

Equal Educational Opportunities

SEDOL Board Policy 7:10

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy.
Parents /guardians of children who are deaf, hard of hearing, blind, or visually impaired of the existence and services of the Illinois School for the Deaf or Illinois School for the Visually Impaired and will be notified of other schools that provide services similar to those provided by Illinois School for the deaf or Illinois School for the Visually Impaired.

The Superintendent or designee shall ensure that students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. The District's Title IX Coordinator, in consultation with the Building Principal, will implement reasonable accommodations for the nursing mother in a manner that minimizes disruption to the student's education.

Sex Equity

School Board Policy 7:10

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Harassment of Students Prohibited

School Board Policy 7:20

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

Sexual Harassment Prohibited

SEDOL Board Policy 7:20
SEDOL Board Policy 7:180

Sexual harassment of students is prohibited. Any person, including a district employee or 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 sex-based nature, imposed on the basis of sex, that:

01. 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:
    a. substantially interfering with a student's educational environment;
    b. creating an intimidating, hostile, or offensive educational environment;
    c. depriving a student of educational aid, benefits, services, or treatment; or
    d. making a submission to or rejection of such conduct basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Persons who believe a student is the victim of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Nondiscrimination Coordinator, Building Principal, Assistant Principal or a Complaint Manager. Complaints will be kept confidential to the extent possible given the need to investigate. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Program

Supervisor, or Resident District Administrator for appropriate action.

Procedures for Student Sexual Harassment

SEDOL School Board Policy 7:20

01. A copy of this policy and accompanying procedures shall be distributed annually in the Student and Staff Handbooks.
02. Copies of this policy may be distributed in other ways as deemed appropriate by the District's administration.
03. The health education program for grades Kindergarten through 12 shall include age appropriate instruction which leads to the students understanding of sexual abuse and harassment.
04. Teachers, Certified School Nurses and/or School Social Workers shall obtain and disseminate age appropriate informational materials concerning sexual abuse and harassment.
05. The Nondiscrimination Coordinator should follow the Uniform Grievance Procedures.
06. The student's parent(s)/guardian(s) will be notified that they may attend any investigatory meetings in which their child is involved. The parents/guardians will be kept informed of the investigation's progress.
07. The student's oral or written statements will be kept confidential, except that the Superintendent will be kept informed of the investigation's progress. District personnel shall, however, comply with the child abuse reporting laws.

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment 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 sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Nondiscrimination Coordinator

Dr. Laura Wojcik, Asst. Supt.
18160 W. Gages Lake Rd.
Gages Lake, IL 60030
lwojcik@sedol.us
847-986-2360

Complaint Managers

Dr. Laura Wojcik, Asst. Supt.
18160 W. Gages Lake Rd.
Gages Lake, IL 60030
lwojcik@sedol.us
847-986-2360

Mr. Matthew Crowley
18160 W. Gages Lake Rd.
Gages Lake, IL 60030
mcrowley@sedol.us
847-986-2368

Illinois Sex Offender Registration Act

This is to inform you that, per the "Sex Offender Registration Act," all families may get information regarding offenders in the Lake County area by calling: 847-377-4200 or on the website: www.isp.state.il.us/sor.

Parents have the right to view the following materials: 8:30-E1 - Letter to Parents Regarding Visits to School by Child Sex Offenders 8:30-E2 - Child Sex Offender's Request for Permission to Visit School Property

Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public preschool education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. Based on homeless status, as determined by the member district, and eligibility for SEDOL programs, SEDOL will provide appropriate services.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. § 11431 et seq. 105 ILCS 45/1-1 et seq. CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:50 (School Admissions/Eligibility for Services), 7:60 (Residence), 7:100 (Health Examinations, Immunizations, and Exclusion of Students) ADOPTED: December 19, 2007

Accommodating Individuals with Disabilities

School Board Policy 8:70
See Appendix **E** for Procedural Safeguards

Individuals with disabilities shall be provided an opportunity to participate in all district-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as those provided to others.
As used in this policy and any implementing regulations, the term "disability" means an individual who has a physical or mental impairment that substantially limits one or more of the individual's major life activities. The term also includes individuals who have a record of such impairment or who are regarded as having such impairment. Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or

activity. Each service, program, or activity operated in existing facilities shall be readily accessible to, and usable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.
The Superintendent is designated the Americans With Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

01. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection, for at least 3 years after its completion date.
02. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Principal/Supervisor if they have a disability, which will require special assistance or services, and, if so, what services are required. This notification should occur as far as possible before the district-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

Service Animals

School Board Procedure 6:120AP3

State and federal laws allow a student with a disability to be accompanied by a service animal that is individually trained to perform work or tasks for the benefit of a student. The animal may accompany the student to all school functions, whether in or outside the classroom. See policy and procedure 6:120 for additional information.

Curriculum Overview

Physical Education

SEDOL School Board Policy 7:260

SEDOL Schools participate in a state required physical education program. The focus of the program is to encourage teamwork, sportsmanship, the use of problem solving skills, positive peer relations and physical fitness.

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical

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

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

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

Social/Emotional Curriculum

SEDOL School Board Policy 6:60-AP1

SEDOL as a district creates a social emotional curriculum to meet the varied needs of students in programs. Each school will utilize a curriculum that meets those specific student needs.

In grades pre-K through 12, age appropriate sexual abuse and assault awareness and prevention education shall be included in a child sexual abuse prevention program. Through grade 5, the comprehensive health education program will provide one to four age-appropriate instructional sessions per school year to instruct students to (a) recognize and report sexual abuse, and (b) focus on methods to reduce students' vulnerability to sexual abuse.

Parents/Guardians are provided at least 5 days written notice of before commencing any class or course providing instruction in recognizing and avoiding sexual abuse to afford parents/guardians an opportunity to submit a written objection to their child's participation in said instruction.

English Learners

SEDOL School Board Policy 6:160

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

Alternative Learning Opportunities Program (ALOP)

(105 ILCS 5/13B-60.5)

SEDOL Schools may offer alternative learning opportunities to students in grades 6-12.These opportunities include, but are not limited to, computerized instruction, audio-visual enhancement of lessons, multisensory presentations, etc.

Graduation

SEDOL School Board Policy 6:300

Graduation requirements are identified on each student's Individualized Education Program (IEP). To graduate from high school, unless otherwise exempted, each student is responsible for: 1. Completing all District graduation requirements of the student's district of residence that are in addition to the State requirements. 2. Completing all courses as provided in The School Code, 105 ILCS 5/27-22. 3. Completing all minimum requirements for graduation as specified by the Illinois State Board of Education rule, 23 Ill.Admin.Code § 1.440. 4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance. 5. Participating in State assessments that are required for graduation by the School Code, 105 ILCS 5/2-3.64a-5(c).

Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The district of residence shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Report Cards/Honor Roll/Progress Reports

Report cards:

- Report cards will be sent home after each trimester (John Powers Center) and quarterly (Cyd Lash Academy and Gages Lake School).
- Progress reports will be sent home regularly (at least every nine weeks) with updated information on student's progress of IEP goals and benchmarks.

- Whenever it becomes evident that a student is in danger of failing, a written notification or phone call will be sent to the parent/guardian.

Honor Roll: A student may earn Honor Roll distinction by achieving an average grade of B based on all classes, with no grade lower than a C in any one class.

Building and Grounds

Integrated Pest Management

Structural and landscape pests can pose significant hazards to people, property and the environment. Pesticides can also pose hazards to people, property, and the environment. It is therefore the policy of SEDOL to incorporate Integrated Pest Management (IPM) procedures for control of pests. This policy has been developed to ensure the health and safety of children, teachers, staff, administration and all others using SEDOL buildings and grounds.

Asbestos Plan Management

The Special Education District of Lake County (SEDOL) has an Asbestos Management Plan in each school and district office that is available for inspection during normal business office hours, without cost or restriction. Please contact:

Kevin Saum
18160 W. Gages Lake Rd.
Gages Lake, IL 60031
ksaum@sedol.us
847.548.8470

APPENDIX A

How Do Medicaid and Illinois Schools Work Together?
The State of Illinois participates in a federal program called Medicaid School-Based Services. This program helps school districts by allowing them to receive reimbursement for medical services provided to students. School districts frequently utilize this Medicaid reimbursement to help meet the costs of providing services.

Who Can the District Submit Reimbursement For?
While medical services will be provided to all students, school districts may only receive reimbursement for services provided to students who are Medicaid eligible.

What Services Does Medicaid Cover?
- Occupational Therapy
- Physical Therapy
- Nursing Services
- Speech/Language Services
- Psychological Services
- Social Work Services
- Audiology Services
- Special Transportation
- School Health Aides
- Screenings/Evaluations

Why Does the District Need Parental Consent?
Federal law requires school districts to seek parental consent prior to submitting bills for reimbursement from public insurers such as Medicaid. The school district is required to obtain your written permission to release information to Medicaid before the district can submit any information for billing purposes.

Is There Any Cost To Me?
No. Services provided to a student within a school setting are provided at no cost to the parent/guardian.

Will This Impact My Child's Medicaid Benefits?
Granting permission for the school district to bill Medicaid will not reduce your ability to seek other Medicaid-covered health-related services outside the school setting. This permission will not decrease lifetime coverage, increase premiums, or lead to the discontinuation of benefits, as Medicaid does not have a maximum number of eligible visits or a lifetime maximum for services.

Who Will See This Information?
Your student's demographic and service information will be shared with our billing agent and HFS (Healthcare and Family Services) for the purpose of verifying Medicaid eligibility and submitting claims.

What If I Do Not Grant Consent? -or- What If I Change My Mind?
You have the right to withdraw consent at any time. Your child's free appropriate public education and related services will continue regardless of consent, refusal of consent, or withdrawal.

Who Do I Contact If I Have Questions?
Please contact your school district with any questions or concerns.

APPENDIX A (Spanish)

¿Cómo trabajan juntos Medicaid y las escuelas de Illinois?
El estado de Illinois participa en un programa federal llamado Servicios escolares de Medicaid. Este programa ayuda a los distritos escolares al permitirles recibir reembolso por los servicios médicos brindados a los estudiantes con discapacidades, según lo documentado en el formulario del Programa de educación individual (IEP) del niño. Los distritos escolares frecuentemente utilizan este reembolso de Medicaid para ayudar a cubrir los costos de brindar servicios educativos especiales.

¿A quién puede presentar el distrito el reembolso?
Si bien se brindarán servicios médicos a todos los estudiantes con discapacidades, los distritos solo pueden recibir reembolso por los servicios proporcionados a los estudiantes que son elegibles para Medicaid.

¿Cuáles servicios cubre Medicaid?

Terapia ocupacional
Servicios de enfermería
Servicios psicológicos
Servicios de audiología
Asistentes escolares de salud
Fisioterapia
Servicios de habla/lenguaje
Servicios de trabajo social
Transporte especial
Exámenes/evaluaciones

¿Hay algún costo para mí?
No. Los servicios proporcionados a un estudiante dentro de un entorno escolar se brindan sin costo para el padre/tutor.

¿Esto afectará los beneficios de Medicaid de mi hijo?
El dar permiso al distrito para facturar a Medicaid no reducirá su capacidad de buscar otros servicios de salud cubiertos por Medicaid, fuera del ámbito escolar. Este permiso no disminuirá la cobertura por vida, no aumentará las primas ni dará lugar a la interrupción de beneficios, ya que Medicaid no tiene un número máximo de visitas elegibles ni un máximo por vida de servicios.

¿Quién verá esta información?
La información demográfica y de servicio de su estudiante se compartirá con nuestro agente de facturación y con HFS (Servicios de atención médica y familiares) para el propósito de verificar la elegibilidad para Medicaid y de presentar reclamos.

¿Qué pasará si no doy mi consentimiento? -o- ¿Qué pasará si cambio de opinión?
Tiene derecho a retirar el consentimiento en cualquier momento. La educación pública gratuita y apropiada de su hijo y los servicios relacionados continuarán independientemente del consentimiento, la denegación del consentimiento, o la retirada.

¿Con quién me comunico si tengo preguntas?
Comuníquese con el departamento de educación especial de su distrito escolar si tiene alguna pregunta o inquietud.

APPENDIX B

Aggressive Behavior Reporting Letter and Form (sample)

Dear Parent(s)/Guardian(s):
Please be advised that your child engaged in behavior that, if repeated, may escalate into aggressive behavior, such as bullying. Illinois law requires school districts to notify the parent or guardian of a child who demonstrated behaviors that put him or her at risk for aggressive behavior.

The School Board policy on student behavior prohibits a student while at school or a school-related activity from: (1) engaging in any kind of bullying or aggressive behavior that causes physical or psychological harm to someone else, and/or (2) urging other students to engage in such conduct.

This early notification is intended to help all of us work together to avoid repetition of the behavior.

Student_____ Incident date_____

Incident location_____ Incident time_____

Reported by_____ Reporting date_____

Description of the behavior: (Reporters, be specific. Describe what happened, what harm resulted, the child's explanation, and any known or suspected causes for what happened.)

_____

_____

_____

Follow-up conference: I or someone from my office will telephone you to schedule an in-person meeting or telephone conference to discuss what occurred and ways to help your child, (1) be aware of how others were affected by the behavior, and (2) to understand boundaries and manage conflict.

The following consequence(s) or intervention(s) is/are recommended:

- ☐ Counseling or other support services for your child.
- ☐ Providing opportunities for all individuals involved in an incident to reach a resolution.
- ☐ Enabling your child to make amends for the harm caused.
- ☐ Suggesting your child receive non-District affiliated services.
- ☐ Other: _____

The District is committed to helping those involved learn from this experience.

_____ _____
Building Principal Date

APPENDIX C

RE: Preventing and Reducing Incidences of Sexting

Dear Parent/Guardian:

Many parents are unfamiliar with *sexting*. It is generally defined as sending, sharing, viewing, receiving or possessing *indecent visual depictions* of oneself or another person using a cell phone. A student will be disciplined for sexting at school.

Discussing sexting and its legal and social consequences with your children may prevent and reduce incidences of it at school and elsewhere. A recent survey revealed that about 20 percent of teen boys and girls have sent sext messages. It can cause enormous emotional pain for the students involved, often with legal implications. The following talking points from the American Academy of Pediatrics may help start the discussion:

- Introduce the issue as soon as a child is old enough to have a cell phone. Even if the issue hasn't directly impacted your school building's community, ask "have you heard of sexting?" "Tell me what you think it is." Learn what your child's understanding is and add an age appropriate explanation. For more information about starting age appropriate discussions, see *The New Problem of Sexting* subhead on the American Academy of Pediatrics website at: www.aap.org/advocacy/releases/june09socialmedia.htm.

- Make sure children of all ages understand that the District's student discipline policy prohibits sexting at school, and that it is further punishable in Illinois through the Juvenile Court Act and The Criminal Code of 2012.

- Collect cell phones at gatherings of tweens and teens. Experts have noted that peer pressure can play a major role in sexting, with attendance at parties being a major contributing factor.

- Monitor the media for stories about sexting that illustrate the consequences for both senders and receivers of these images. Ask "Have you seen this story?" "What did you think about it?" "What would you do if you were this child?"

- Rehearse ways your child can respond if asked to participate in sexting.

For more information on sexting and how to talk to your children about it, please see the following links:

www.aap.org/advocacy/releases/june09socialmedia.htm;
www.education.com/magazine/article/child-sexting-parents/;
www.athinline.org.

APPENDIX C (Spanish)

Re: Prevenir y Reducir la Incidencia de Sexting

Estimado Padre/Guardian:

Muchos padres no están familiarizados con sexting. En general se define como el envío, el compartir, ver, recibir o poseer indecente representaciones visuales de uno mismo o otra persona que usa un teléfono celular. Un estudiante será disciplinado por sexting en la escuela.

Hablar de sexting y sus consecuencias legales y sociales con sus hijos puede prevenir y reducir la incidencia de ello en la escuela y otros lugares. Una encuesta reciente revelo que alrededor del 20 por ciento de los adolecentes han enviado mensajes de sexting. Puede causar dolor emocional enorme para los estudiantes que participan, a menudo con implicaciones legales. Los siguientes puntos de hablar de la American Academy of Pediatrics pueden ayudar a iniciar la discusión:

- Introduzca el tema tan pronto como el niño(a) tenga edad suficiente para tener un teléfono celular. Incluso si el problema no ha afectado directamente la comunidad de su edificio de la escuela, pregunte "¿Has oído hablar sexting?" "? Dime lo que piensas que es?" Aprenda el conocimiento de su niño(a) y agregue una explicación de edad apropiada. Para obtener más información acerca de discusiones de edad de inicio apropiado, consulte *The New Problem of Sexting* subtítulo de la American Academy of Pediatrics de la página web: www.aap.org/advocacy/releases/june09socialmedia.htm.
- Asegúrese de que los niños de todas las edades entiendan que la política del distrito de disciplina estudiantil prohíbe sexting en la escuela, y que es más penado en Illinois a través del Juvenile Court Act y The Criminal Code of 2012.
- Guarde los teléfonos celulares en las reuniones de los preadolescentes y adolescentes. Los expertos han indicado que la presión social puede jugar un papel importante en sexting, la asistencia a reuniones es un factor importante que contribuye.
- Monitoree los medios de comunicación por historias sobre sexting que ilustran las consecuencias tanto para los remitentes y los receptores de estas imágenes. Pregunte "¿Has visto esta historia?" "¿Qué piensa de él?"¿Qué harías si fueras este niño(a)?"
- Ensaye formas en que su niño(a) pueda responder si se les pide que participen en sexting.

Para más información sobre sexting y cómo hablar con sus hijos acerca de ello, por favor vea los siguientes enlaces:

www.aap.org/advocacy/releases/june09socialmedia.htm;
www.education.com/magazine/article/child-sexting-parents/;
www.athinline.org.

APPENDIX D

This bundle contains the required annual documents parents/guardians will receive at each IEP meeting. The documents included in this link are as follows:

- Notice of Procedural Safeguards For Parents/Guardians of Students with Disabilities (July 2026)
- IL ABLE Information
- Understanding PUNS
- IEP Facilitation

IEP Bundle (English)

IEP Bundle (Spanish)

APPENDIX E

EMERGENCY CLOSING INFORMATION

Keeping parents informed is a top priority at SEDOL. The District will once again be using an automated emergency messaging system to send phone calls and emails regarding SEDOL school closings due to inclement weather as well as any other emergency situation that may arise. **Please Note: The term "SEDOL Schools" refers to the following:**

Cyd Lash Academy, Gages Lake	847-986-1000
Gages Lake School, Gages Lake	847-986-1200
Vocational Center, Gages Lake	847-986-7050
Laremont School, Gages Lake	847-986-2500
Fairhaven School, Mundelein	847-986-1150
Early Childhood Assessment Team, Gages Lake	847-548-8470
Regional Safe School Program, Vernon Hills	847-872-1900
John Powers Center Transition, Vernon Hills	847-986-7000

The emergency messaging system will call your home and/or cell phone and send a message to your email provided we have the correct contact information for you. The contact information entered in the system is pulled from the emergency information form that parents are asked to complete and/or update and return to the school at the beginning of the school year. If you did not submit an updated emergency form to your student's school, it is important that you contact the school to ensure the information we have on file for you is correct.

You may also access school closing information for SEDOL and many other Lake County school districts through social media and the district website.

1) District Website: sedol.us
2) Facebook
3) Twitter: @SEDOL_IL
4) Instagram: SEDOL_IL

Important: When you are trying to determine if school is open or closed, please remember the following:

- John Powers Center for the DHH in Vernon Hills follows the Hawthorn District #73 emergency closing. If District #73 is open, John Powers Center DHH classrooms are open.
- John Powers Center Transition Classes will follow the SEDOL emergency procedures.
- SEDOL Vocational Programming at all locations will follow SEDOL emergency procedures.
- SEDOL classrooms housed in member school districts follow the calendar for the district in which the class is housed. **If your child attends a SEDOL class at a member school district, please check your host district website, or call the school.**
- The decision to open and close member district schools rests with the member district superintendent, not SEDOL.
- Parents should always remember that they have the option to keep their children at home if they have concerns about health or safety issues for any reason including poor weather days.

APPENDIX E (Spanish)

INFORMACIÓN DE CIERRE DE EMERGENCIA

Mantener a los padres informados es una prioridad principal en SEDOL. El Distrito nuevamente utilizará un sistema automatizado de mensajería de emergencia para enviar llamadas telefónicas y correos electrónicos con respecto al cierre de las escuelas de SEDOL debido a las inclemencias del tiempo, así como cualquier otra situación de emergencia que pueda surgir. **Tenga en cuenta: El término "Escuelas de SEDOL" se refiere a lo siguiente:**

Cyd Lash Academy, Gages Lake	847-986-1000
Gages Lake School, Gages Lake	847-986-1200
Vocational Center, Gages Lake	847-986-7050
Laremont School, Gages Lake	847-986-2500
Fairhaven School, Mundelein	847-986-1150
Early Childhood Assessment Team, Gages Lake	847-548-8470
Regional Safe School Program, Vernon Hills	847-872-1900
John Powers Center Transition, Vernon Hills	847-986-7000

El sistema de mensajería de emergencia llamará a su casa y / o teléfono celular y le enviará un mensaje a su correo electrónico siempre y cuando tengamos la información de contacto correcta para usted. La información de contacto ingresada en el sistema se extrae de la forma de información de emergencia que se les pide a los padres que completen y / o actualicen y regresen a la escuela al inicio del año escolar. Si no envió una forma de emergencia actualizada a la escuela de su hijo(a), es importante que se comunique con la escuela para asegurarse de que la información que tenemos en nuestros archivos sea correcta.

También puede acceder a la información de cierre de escuelas para SEDOL y muchos otros distritos escolares del condado de Lake a través de las redes sociales y el sitio web del distrito.

1. WWW.SEDOL.US
2. FACEBOOK@SEDOL.US
3. TWITTER.COM_@SEDOL_IL
4. INSTAGRAM_SEDOL_IL

Importante: cuando intente determinar si la escuela está abierta o cerrada, recuerde lo siguiente:

- El Centro John Powers para el DHH en Vernon Hills sigue el cierre de emergencia del Distrito #73 de Hawthorn. Si el Distrito #73 está abierto, las aulas DHH del John Powers Center están abiertas..
- Las clases de transición del Centro John Powers seguirán los procedimientos de emergencia de SEDOL.
- La programación vocacional de SEDOL en todas las ubicaciones seguirá los procedimientos de emergencia de SEDOL.
- Los salones de clases de SEDOL ubicados en distritos escolares miembros siguen el calendario del distrito en el que se encuentra la clase. **Si su hijo asiste a una clase de SEDOL en un distrito escolar miembro, consulte el sitio web de su distrito anfitrión o llame a la escuela.**
- La decisión de abrir y cerrar las escuelas del distrito miembro recae en el superintendente del distrito miembro, no en SEDOL.
- Los padres siempre deben recordar que tienen la opción de mantener a sus hijos en casa si tienen preocupaciones sobre problemas de salud o seguridad por cualquier motivo, incluidos los días de mal tiempo.

APPENDIX F

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY
18160 W Gages Lake Road, Gages Lake, Illinois 60030-1819
847-548-8470 Fax 847-548-8472 VP 224-207-8476
www.sedol.us

Dr. Jennifer Thomas
Superintendent

Student Use of Online, Web-Based Educational Tools/Services

In order for the Special Education District of Lake County to provide your student with the most effective digital tools and applications for learning, the District utilizes several online computer software applications, assessments and web-based services operated by third parties.

In order for our students to use these programs and services, certain personal identifying information such as the student's name and grade must be provided to the website operator. Under federal law, these organizations must provide parental notification and obtain consent before collecting information from children under the age of thirteen. The law permits schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to each web site operator.

This form will constitute consent for the Special Education District of Lake County to provide identifying information for your child such as first name, last name, and grade to the operators of any web-based educational programs and services that the District uses during the upcoming academic year.

For further information about the privacy policies of specific educational software subscriptions and services go to the following web URL: https://www.sedol.us/Page/1883

Please contact Matthew Barbini, Director of Innovation & Technology with any questions at mbarbini@sedol.us or 847-986-2353.

Please return this signed form to your child's teacher.

Permission for use of online, web-based educational tools and services

Student Name *(Please Print)*: _____

Student Signature: _____

Parent/Guardian Name *(Please Print)*: _____

Parent/Guardian Signature: _____

Date: _____

APPENDIX F (Spanish)

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY

18160 W Gages Lake Road, Gages Lake, Illinois 60030-1819
847-548-8470 Fax 847-548-8472 VP 224-207-8476
www.sedol.us

Dra. Jennifer Thomas
Superintendente

El Uso de Herramientas/Servicios Educacionales Web-Basados y en Línea

Para que el Distrito de Educación Especial del Condado de Lake proporcione a su estudiante con las herramientas más efectivas digitales y aplicaciones para aprender, el Distrito utiliza varias aplicaciones en línea de software de computadora, evaluaciones y servicios web-basados operados por tercer partido.

Para que nuestros estudiantes utilicen estos programas y servicios, cierta información de identificación personal como el nombre del estudiante y el grado debe ser proporcionada al operador del sitio web. Bajo la ley federal, estas organizaciones deben proporcionar notificación paternal y obtener consentimiento antes de reunir información de los niños bajo la edad de trece. La ley permite que las escuelas consientan a la colección de información personal a favor de todos sus estudiantes, así elimina la necesidad para el consentimiento paternal individual sea dado directamente a cada operador del sitio web.

Esta forma constituirá consentimiento para que el Distrito de Educación Especial del Condado de Lake proporcione información de identificación para su niño(a) como su nombre, apellido, y el grado a los operadores de cualquier programa y servicios educacionales web-basados que el Distrito utilizara durante el próximo año académico.

Para obtener más información sobre las políticas de privacidad de las suscripciones de software específicas y servicios educacionales vaya a la siguiente URL web: https://www.sedol.us/Page/1883

Favor de ponerse en contacto con Matthew Barbini, Director de Innovación y Tenología, con cualquier pregunta a mbarbini@sedol.us o 847-986-2353.

Favor de regresar esta forma firmada a la maestra de su niño(a).

Permiso para el uso en línea, herramientas y servicios educacionales web-basado

Nombre del Estudiante: _____

Firma del Estudiante: _____

Nombre de Padre/Tutor: _____

Firma de Padre/Tutor: _____

Fecha: _____

APPENDIX G

RE: Student Authorization for Electronic Network Access

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted access. Please read carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for electronic Network Access* may result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use – Access to the District's electronic networks must be for the purpose of education or research and be consistent with the educational objectives of the District.
2. Privileges – The use of the district's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has this *Authorization* and may deny, revoke, or suspend access at any time.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
   a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
   b. Unauthorized downloading of content (software, audio, visual, print, images) software, regardless of whether it is copyrighted or free or viruses and malware;
   c. Downloading copyrighted material for other than personal use;
   d. Installation or connection of any computer hardware, components, or software;
   e. Using the network for private financial or commercial gain;
   f. Wastefully using resources, such as file space and bandwidth including streaming of audio or video; g. Hacking or gaining unauthorized access to files, resources or entities;
   h. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
   i. Using another user's account or password;
   j. Posting material authored or created by another without his/her consent;
   k. Posting anonymous messages;
   l. Using the network for commercial or private advertising;
   m. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and n. Using the network while access privileges are suspended or revoked.

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

a. Be polite. Do not become abusive in your messages to others.
b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language. c. Do not reveal the personal information, including the addresses or telephone numbers, of students or staff.
d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. e. Do not use the network in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the network to be private property.

5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the users own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the School District for any losses, costs, damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization.*
7. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify a teacher. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. 10. Web Publishing Rules – SEDOL does not approve of individual student or staff creation and posting of web pages under the SEDOL auspices.
11. Use of personal devices – Personal electronic devices are not allowed to access the SEDOL network unless specified in student's IEP for educational purposes. When an IEP team agrees that educational benefit may be derived from the use of a personal mobile learning device, both student and parent/guardian must complete the "Student Personal Mobile Learning Device Agreement," and submit it to the Building Principal/Supervisor.

Internet Safety

1. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this Authorization and otherwise follow this Authorization.
2. Staff members shall 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 this Authorization. 3. 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.
4. The system administrator and Building Principals shall monitor student Internet access.

Students in SEDOL operated facilities will be provided a form from the Principal. Students

attending in member districts will follow procedures in that district. *(Required if the user is a student:)*

See page 3 for authorization form for parent and student signature.

Authorization for Electronic Network Access Form

Students must have a parent/guardian read and agree to the following before being granted unsupervised access.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

> I have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to the District's Internet.

Parent/Guardian Name *(Please Print):*

Parent/Guardian Signature:

Date:

Students must also read and agree to the following before being granted unsupervised access.

> I understand and will abide by the above *Authorization for Electronic Network Access.* I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be

revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic network, including the Internet.

Student Name *(Please Print):*

Student Signature:

Date: