

2026-2027

North Ridge Middle School

Student Handbook

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This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The policies and procedures contained in this handbook have been approved by the Board of Education and are subject to change as situations arise. The administration reserves the right to interpret and apply the policies set forth in this handbook as deemed necessary by situations that may arise. The Board's comprehensive policy manual is available for public inspection through the District's website (www.danville118.org) or at the School Board office, located at:

Danville District #118
110 E. Williams St.
Danville IL 61832

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DISTRICT 118 PHILOSOPHY

To ensure that all District 118 students reach their fullest potential.

STUDENT HANDBOOK
NORTH RIDGE MIDDLE SCHOOL
2026-2027

Welcome to North Ridge Middle School

We would like to welcome all students and families to North Ridge Middle School. The policies and procedures of North Ridge Middle School are contained in this handbook. Students and parents are encouraged to read the handbook carefully and keep it in a convenient location so that you may use it as a reference as needed.

As a reminder, the administration reserves the right to interpret and apply the policies set forth in this handbook as deemed necessary by situations which may arise.

Visitors

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

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

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.

2. Behave in an unsportsmanlike manner or use vulgar or obscene language.

3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.

4. Damage or threaten to damage another's property.

5. Damage or deface school property.

6. Violate any Illinois law or municipal, local, or county ordinance.

7. Smoke or otherwise use tobacco products.

8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.

9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.

10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and District policies.

11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.

13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.

14. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.

15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.

16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

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

Attendance

Illinois law requires that whoever has custody or control of any child between six (6) and seventeen (17) years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program. When your child is going to be absent from school, it is important that you notify the school before 9:20 a.m. Please call 444-3404 to notify the secretary of your child's absence. If no one answers, please leave us a message telling us your name and relationship to the student, the student's name, and the reason for the absence.

There are two types of absences: excused and unexcused. Absences that are excused in accordance with the Ownership in Education handbook allow for students to receive credit for missed work. Absences that are unexcused do not allow for credit to be given for work that is to be completed. In both cases, students are expected to do the missed assignments to stay current with their class.
Also, an excused absence includes an absence due to "the mental or behavioral health of the student." Schools must excuse students for mental or behavioral health-related reasons for up to 5 days before a medical note is required. Students are allowed to make up for all the missed work.

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

Regular and prompt attendance is the responsibility of both students and parents. The only valid excuses for being absent from school are:

Illness
Medical appointments
Death in immediate family
Mandated court appearance
Approved religious holidays
Emergency outside the control of the student or the student's family

Absences other than those listed are unexcused. If a student has been absent, a note must be written from the parent/guardian stating the reason for the absence. Once a student has reached three consecutive and/or six non-consecutive absences days (*excused by parent and unexcused*), official documentation explaining the reason for the student's absence—a note from the doctor, an appointment card, or court appearance letter, may be required. Any absence that does not meet these criteria will be considered unexcused. Students will be excused for the treatment of head lice for a period of two days. Each subsequent day will be counted as an unexcused absence.

In the event of any absence, the student's parent or guardian is required to call the school at 217/444-3404 before 9:20 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:50 a.m. On the day

of a student's absence, a school official and/or the ParentSquare system will call home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Skipping classes is a serious offense. Students be disciplined according to the district #118 Ownership in Education handbook.

Absence for Valid Cause

Regular daily attendance is an important factor in a child's success in school. A child who has poor attendance gets behind in schoolwork, becomes frustrated, develops a poor attitude toward school, and is more likely to drop out. Encouragement and the expectation that a child will attend school daily, starting with the first day of kindergarten and continuing throughout his/her school career, teaches children that school is important. Chronic Absenteeism (any reason for absence) is now reported as an indicator of school improvement. Consequently, pre-arranged absences are highly discouraged.

VALID CAUSE FOR ABSENCE

"Valid cause" for absence shall be authorized for religious holidays, illness, death in the immediate family, verifiable medical or dental appointments, court appearances, and pre-approved college visits.

Dismissals

North Ridge Middle School is a closed campus. This means that students may not leave the school grounds during the school day. Students are to remain in the school building once they arrive at school until they are dismissed from school at the closing of the day. If a student phones a parent to pick them up, this will be considered an unexcused absence.

End of the School Day Dismissal

For your child's safety, North Ridge will strictly adhere to the following procedure: Students are expected to leave school as designated each day unless we receive a note or a phone call from the parent/guardian. For example, all bus students will be sent to their assigned buses each day and all walkers will walk on their regular routes. WE MUST HAVE A NOTE OR A PHONE CALL FROM A PARENT/GUARDIAN BY 2:45 P.M. REGARDING ANY CHANGE.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who participate in activities outlined in handbook procedure 2.21 will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.[1] Students who are unexcused from school will not be allowed to make up missed work.

Cross-reference:PRESS 7:70, *Attendance and Truancy*.

Release Time for Religious Instruction/Observance

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

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Student Hours

Students are NOT to be on the school grounds earlier than 8:40 a.m. for entry to school. All students will report to the school gym, or cafeteria for breakfast. Students are not to leave the gym or cafeteria without permission from the supervising adult. Students need to clean up their areas before leaving the cafeteria.

Students will be allowed to enter the building at 8:45. All students are expected to be in their first hour classroom by 9:02. Any student arriving after 9:02 must report to the Attendance Office for a pass.

Any student in the building before 8:45 a.m. or after 3:45 p.m. must be under the direction and supervision of a staff member.

Tardiness

If a student arrives at school after 9:02, they must report to the Attendance Secretary. Unexcused tardiness will be disciplined in accordance with the District 118 Ownership in Education handbook. Students who are tardy to school must receive a late slip from the office before being admitted to class. When a student is to leave early or arrive late, please send a note with the student or call the attendance office in advance. Students should always bring a note from the doctor's office if possible. The attendance office is located at the school's main entrance. All student attendance matters are handled in the office. Students arriving late or leaving early must check in and out in the office.

Students are expected to arrive to classes on time. Once the tardy bell rings, students will be directed to a tardy detention station to receive a detention slip. No student will be admitted to class without a detention/tardy slip.

Truancy

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

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

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

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.[3]

Supportive services to truant or chronically truant students include parent conferences, student counseling, family counseling, and information about existing community services.[4]

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

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

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

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

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

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law and may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to $1500.00.

Withdrawal from School

The Guidance Office should be notified of any student's withdrawal from school regardless of the reason or length of absence. A parent must sign a record-release form to transfer student records from this school district to another school district.

Learning and Assessment

Grading & Promotion

School report cards are issued to students on a semester basis. The report cards at North Ridge Middle School are mailed at the close of 2nd and 4th quarters of school. Parents must pick up the progress report for the first and third quarter at parent-teacher conferences. For questions regarding grades, please contact the classroom teacher.

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

Grading Policy

North Ridge Middle School will implement a traditional 100-point grading scale for the 2026-2027 school year.

Each student will earn an overall letter grade for the courses they are enrolled in. The letter grade for the course is calculated using a traditional percentage-based grading system. North Ridge teachers will assess student learning outcomes using a variety of assessments aligned with curricular standards. These standards are aligned with the local curriculum and national directives (i.e., NGSS, Common Core). Teachers will identify the standards being assessed by the name of the assignment in the gradebook for added accountability of standard coverage.

Weighted Grades

North Ridge Middle School staff use a weighted grading system for calculating a student's final grade. Assignments graded by teachers will be entered into the gradebook in one of the following weighted categories.

Category	Weight	Examples
Summative	60%	Tests, projects, essays, presentations
Formative	40%	Quizzes, homework, classwork, participation, etc.

Honor Roll

High Honors (All A's)
Honors (A's or B's in all classes, no C's)

Zero Policy

North Ridge Middle School staff understand that a gradebook score of zero for a test or quiz has a disproportionately harsh effect on a student's overall grade. Zeroes (0%) can only be assigned in the gradebook for an assignment in the Formative Category. Students that attempt a summative assessment and turn in a valid try can earn no less than forty percent (40%). This means that even if a student turns in a test or quiz with incorrect answers, the student will still earn 40% for the assignment.

Retake Policy

Because the purpose of grades is to reflect student progress or performance on content standards, the goal is that all students will meet the grade level standards. In order to provide an opportunity for students who did not meet grade level standards on their first attempt of any assessment, students will be given the chance to retake all assessments based on the following criteria:

1. The retake must be requested by the student in a timely manner.
2. All missing assignments pertinent to the assessment being retaken MUST be completed prior to earning a retake.
3. An additional practice assignment or task may be required prior to earning a retake. 4. Corrections to the first assessment may be made prior to earning a retake.

5. The student may be required to attend a remediation session with the teacher in order to earn a retake.
6. A student will earn in the gradebook the highest grade achieved on any one assessment. This means that if a student scores a lower grade on a retake, they will retain the previous grade for the assessment in the gradebook.

Extra Credit
No extra credit is allowed. A student wanting to raise their grade should discuss options of completing missing work or retaking prior assessments with their teacher.

Eligibility
Students must be passing all subjects with 60 or higher to be considered eligible for extracurricular activities. A student's eligibility is determined on Thursdays at noon for the upcoming week. Any student who has a course grade lower than 60 at that time is added to the ineligibility list. The ineligibility list is published for all coaches and school extracurricular staff. If a student's name is on the list, they are ineligible to participate in any NRMS extracurricular activity for the upcoming Monday through Sunday. A student on the ineligibility list can be made eligible on the next Thursday eligibility review.

Parents with email addresses on file with the school receive an email notifying them that their child is ineligible the moment it is determined.

Grades will be given in all classes and will have the following breakdown:

A	90-100
B	80-89
C	70-79
D	60-69
F	50-59

General Building Conduct

Ownership in Education Handbook: Rules, Rights and Responsibilities
A joint committee consisting of parents, staff and community members has created the rules within this manual. Each parent/guardian is asked to review this manual with their child(ren) and return the sign-off sheet in the back of the manual stating they have discussed this manual with each child. The form is to be returned to the classroom teacher.

Grievance Procedure
When you have concerns, questions and/or complaints:
Please follow this Chain of Command so that differences may be resolved quickly and fairly: 1. Please call the appropriate staff member who was directly involved to make an appointment to discuss your concern. This may be the classroom teacher or another staff member. 2. If there are still concerns, contact the principal.
3. If the concern is still not resolved, contact the associate superintendent to discuss the problem.
4. Finally, if there is still no resolution, contact the school board.

Student Identification Cards
North Ridge Middle School students are required to keep their student IDs on their person. A student's ID card will serve as their meal ticket, allow for hall passes, gain them access to after school events, and serve as a valuable safety feature in allowing faculty and staff to get to know all students in the school community. Student IDs are required in order for students to gain access at any after school athletic or extracurricular event.

District 118 Student Dress Code

Danville School District 118 expects a standard in behavior, dress, grooming, and appearance that reflects pride in self, home, and school. The Board of Education prohibits student dress and grooming which interferes with appropriate discipline in the operation of District schools, interferes with the rights of others, or is vulgar, indecent, obscene or insulting. The Board also prohibits dress or grooming that conveys any message that promotes or encourages behavior that is inconsistent with the basic educational message of the District, such as tobacco, alcohol or illegal drug use,
physical or sexual violence, or gang affiliation; depicts hate speech based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups; or is contrary to accepted social standards in the community.

This standard for dress was adopted to improve the learning environment, to reduce classroom distractions, to increase students' self-respect and self-esteem, to improve school spirit, and to enhance the District's image within the community.

It is the responsibility of parents to see that their student(s) follow the guidelines established in this dress code. If a student does not follow the guidelines, he/she may be asked to change the item of clothing at school, a parent may be notified and asked to bring a change of clothing to school, or the student may be sent home to change clothes. Parents are expected to update their contact information on a regular basis.

These guidelines are examples of acceptable and unacceptable clothing in District 118 schools. They are not an all-inclusive list. Some of the examples are very clear; others leave room for interpretation. If a parent has a question about any of the guidelines, he or she should contact the building administrator(s) to avoid any misunderstandings and the hard feelings that may result. If there is a question of safety or decency, a decision by the building administrator(s) will be final. Repeated offenses may be considered insubordination and the student may be suspended from school.

Shirts/Tops/Blouses/Jackets

1. No tank tops, halter tops, strapless tops, spaghetti straps, camisoles are allowed.
2. Jackets may be worn. Winter coats may not be worn in the classroom or cafeteria.
3. No midriff may be exposed.
4. Any item determined by the building administrator(s) to be too tight or revealing is not allowed.

Dresses/Skirts

Students may wear dresses or skirts subject to the following restrictions:

1. A dress must not be strapless or have spaghetti straps.
2. Dresses and skirts must be no shorter than fingertip length plus one inch (approximately mid-thigh/3" above knee).
3. No low cut dresses are allowed. Undergarments are not to be visible.
4. No leather, mesh, nylon/vinyl/spandex, see-through material or cutouts are allowed.
5. Any item determined by the building administrator(s) to be too tight or revealing is not allowed.

Pants/Shorts

1. Pants must be worn at the waist; neither underwear nor skin shall be exposed. Both pant legs must be the same length. Pants must be fastened, and if a belt is worn, it must be buckled.
2. Shorts must be no shorter than fingertip length plus one inch (approximately mid-thigh /3" above knee)
3. Blue jeans may be worn if free of rips and tears.
4. No yoga pants, pajama pants, leather, mesh, flannel/fleece, and nylon/vinyl/spandex are allowed.
5. Leggings and tights are not to be worn as pants. Leggings and tights may be worn under a dress or skirt.

6. Any item determined by the building administrator(s) to be too tight or revealing is not allowed.

Additional Standards of Dress

1. The Board prohibits dress or grooming that conveys any message that promotes or encourages behavior that is inconsistent with the basic educational message of the District, such as tobacco, alcohol or illegal drug use, physical or sexual violence, or gang affiliation; depicts hate speech based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups; or is contrary to accepted social standards in the community.
2. No flip flops or house slippers may be worn.
3. Having jewelry, tattoos, body art or clothing depicting gang symbolism or affiliation is not allowed and may result in disciplinary consequences outlined in the Ownership in Education handbook.
4. Dress scarves are allowed. Scarves are not allowed as headwear, except for religious exemptions.
5. Hats, ear guards, sweatbands, bandanas, hairnets, hoods, and gloves may not be worn in school buildings.
6. Unless prescribed by a doctor, sunglasses are not to be worn in any school building.
7. Chain wallets are not allowed.

Exemptions

Bona Fide Religious

The parent or legal guardian of a student (or a student who is 18 years of age or older) may object on religious grounds to the student's compliance with any portion of this dress code policy. In order to object, the parent or legal guardian (or student who is 18 years of age or older) shall submit a written statement which responds to the following questions:
1. For which part of the policy are you requesting an exemption? 2.
What is the basis for the request for religious exemption?
3. What religious teaching, religious belief or religious practice prohibits compliance with this dress code?
In addition, all written objections must be accompanied by a signed statement of a religious official (such as minister, rabbi, imam, or other) or other person who can verify the good faith basis of the request. The principal or his/her designee shall review all objections. Students with legitimate religious objections shall not be required to comply with those portions of this policy which conflict with such good faith, religious requirements.
A religious exemption to the Uniform Standard of Dress policy only shall be granted if the requirements herein are completed in totality and the religious exemption can be verified by a bona fide religious leader. All other applications for religious exemption shall be denied.
If the application for religious exemption is denied, the student applying for the exemption may appeal the determination to the Superintendent, who will review the application and make his/her determination within 30 days of the appeal.

Case by Case Exemptions

Each building administrator shall have the discretion to provide exceptions or accommodations to students who show good cause, including students who have medical needs for particular clothing. Such exceptions or accommodations will be made on a case by case basis and in a manner which maintains the integrity of the purpose of the standard of dress. The Board of Education reserves the right to modify this policy when deemed necessary.
LEGAL REF.: 105 ILCS 5/10-22.25b.
Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).
CROSS REF. 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline)

Behavior/Discipline

North Ridge Middle School has high expectations for students. Academic success is a student's primary responsibility; students are expected to work to their full potential. Students that disrupt class, treat other students with disrespect, or violate school rules can be suspended from school/educational environment. The complete list of school rules, regulations, and discipline procedures is found in the District 118 Ownership in Education handbook.

When and Where Conduct Rules Apply:
Disciplinary action can also apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to: 1. On, or within sight of, school grounds before, during, or after school hours or at any time; 2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; 3. Traveling to or from school or a school activity, function, or event; or 4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property, or during periods of remote learning.

Classroom Conduct
Classroom conduct is an important factor that affects schoolwork and academic performance. Students have an obligation to be on time, to bring necessary materials, to participate in class discussions and activities, and to follow classroom rules.

Detentions
A student may be required to report to school early or stay after dismissal to serve a detention for behavior problems. Students who are in the hallway without a pass, or are late to class, etc. could receive a detention. However, the detention will not be served on the same day as the offense, unless agreed upon between the issuing staff member and the parent/guardian. Parents must make arrangements to transport their children on the day the detention is to be served.

Fighting
Fighting is not tolerated at North Ridge. Violent horseplay and 'play' fighting may be treated as seriously as real fights. Consequences may include suspension from school and potential police contact or referral.

Telecommunication/Electronic Devices

All personal electronic devices, especially phones are not to be used during school hours (8:45am-3:45pm) Every student is assigned a Yondr Pouch to store their phone, smart watch, and earbud headphones. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition.

Daily Process
As each students **Arrive to School**, they will:
1) Turn their phones and smart watches off.
2) Place their phones, smart watches, and airpods (if applicable) inside their Yondr Pouches and secure them in front of school staff.
3) Store their Yondr Pouches in their backpacks for the day.

At the end of the school day, each student will open their Yondr Pouch, remove their phones, close the pouch and put the pouch in their backpack for the next day. Students must bring their Pouch to school with them each day. There will be Yondr Pouch unlocking stations at all five exits. Coaches will coordinate with the athletic office for athletes to unlock their Yondr pouches.

*Students arriving late or leaving early will pouch/unpouch their phones in the Attendance Office.

Enforcement

First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Confiscate Phone *Caregiver Pickup Phone* Phone Call Home Telecommunication Device Discipline Referral	Confiscate Phone *Caregiver Pickup Phone* Phone Call Home After School Detention Phone Remains Home for Remainder of Quarter *Subject to Random Phone Checks at Arrival*	Confiscate Phone *Caregiver Pickup Phone* Phone Call Home Half Day In-School Suspension Phone Remains Home for Remainder of Semester *Subject to Random Phone Checks at Arrival* Caregiver Meeting With Dean and/or Administration	Confiscate Phone *Caregiver Pickup Phone* Phone Call Home All Day In-School Suspension Phone Remains Home for Remainder of School Year *Subject to Random Phone Checks at Arrival* Caregiver Meeting With Dean and/or Administration	Confiscate Phone *Caregiver Pickup Phone* Phone Call Home Discipline Will Progress and May Lead to Out of School Suspension *Daily Phone Check at Arrival*

*Students refusing to turn phones or other personal electronic devices over to staff when requested will result in the student being sent home for the day.
*Students who become verbally abusive toward staff when requested to turn phones or other personal electronic devices over will be suspended.

Smoking
Smoking in any form, e-cigarettes, vapes, vape pens or other vaping related products is not allowed at North Ridge.

Unlawful Substances
Students selling, in possession of, or under the influence of any unlawful substance/look-alikes will be subject to immediate suspension/expulsion and potential arrest.

Vandalism
Destroying, damaging, or attempting or threatening, either written or oral, to destroy or damage District property or property at a school sponsored event are serious offenses and will be punished in accordance with the District 118 Ownership in Education handbook.

Weapons/Look-Alikes
The act of possessing, using, or threatening to use any weapon or look-alike on school property or at any school activity (on or off school grounds) is subject to suspension and/or expulsion.

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

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

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

Bullying includes cyber-bullying (bullying with technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

NONDISCRIMINATION COORDINATOR: HUMAN RESOURCES, 110 E. WILLIAMS. ST., DANVILLE, IL ,PHONE: 217-444-1000

COMPLAINT MANAGERS: MRS. KIMBERLY PABST or MR.JUSTIN THORLTON, 110 E. WILLIAMS ST., DANVILLE, IL PHONE: 217-444-1000, EMAILS: PABSTK@DANVILLE118.ORG AND THORLTONJ@DANVILLE.118.ORG. Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

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

Student Fees

The Board of Education charges participation fees for extra-curricular activities in grades 6-12. In grades 7- 8, a $10.00 fee is charged for participation in a club/organization and a $20.00 fee is charged for athletics. Coaches/sponsors will send more information home at the start of the activity. Anyone who wishes to participate but for whom the fees pose a hardship should make a confidential inquiry to the principal. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

The school will provide written notice of the school district's school fee policy in English or the home language of the parents/guardians, if needed, to ensure the parents'/guardians' understanding of the policy. The notice must be provided to parents/guardians of all students enrolling in the school district for the first time.

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

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or

2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the district's decision to deny a fee waiver should be addressed to the building principal.

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

Designated Meal Locations

There are specific procedures followed during the lunch periods. All students should eat in the cafetorium unless they are invited by a teacher for makeup work or testing. The expectation at North Ridge is for students to abide by the rules and procedures listed in the cafetorium. Failure to comply may result in discipline at the discretion of the administration.

Breakfast

A healthy breakfast and lunch will be available at no charge to all students at North Ridge regardless of income. No forms are necessary to participate in this program. All students are encouraged to participate in the free meal program to enhance the learning environment. Breakfast is served every day beginning at 8:45. There is no charge for a complete breakfast.

Lunch

Lunch is served every full school day, and menus will denote days when lunch is not served due to early dismissal. There is no charge for lunch, but additional milk and juice are available for purchase. For additional purchases outside of the complete meal that is free to students, parents/guardians may add money to student's accounts by paying in line, in advance on your student's account via check or online.

Textbooks

Textbooks are furnished to each student without charge. The student should take care of them. The student responsible for them will pay for all damaged books. For his/her own protection, a student should put his/her name in ink in each of his/her books.

Immunization, Health, Eye and Dental Examinations

Communicable Diseases

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

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

Dental Examination

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

Case by Case Exemptions

A student will be exempted from the above requirements for:

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

Eye Examination

Prior to conducting any vision screenings, the district will provide written notice to parents/guardians that specifically states: "Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo screening if an optometrist or ophthalmologist had completed and signed a report form indicating that an examination had been administered within the previous 12 months.

Head Lice

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

Health & Wellness

The Board of Education is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

Guidance & Counseling

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

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year[1] will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Social & Emotional Wellness

Student social and emotional development shall be incorporated in the District's educational program and shall be consistent with the social and emotional development standards contained in the Illinois Learning Standards. The objectives for addressing the needs of students for social and emotional development through the educational programs are to:

1. Enhance students' school readiness, academic success and use of good citizenship skills. 2. Foster a safe, supportive learning environment where students feel respected and valued. 3. Teach social and

emotional skills to all students.

4. Partner with families and the community to promote students' social and emotional development.

Student Medication

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

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

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

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

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

Students with Food Allergies

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

If your student has a life-threatening allergy or chronic illness, please notify the building administrator or nurse.

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

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

Emergency Aid to Students

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

Care of Student with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for this and must:

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

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

*Sign the Diabetes Care Plan.

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

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Athletics & Extra-Curricular Activities

Participation in extracurriculars is a privilege. Those who participate in extra-curricular activities have a responsibility to favorably represent the school and community. Students are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. Refer to the OWNERSHIP IN EDUCATION HANDBOOK for further information. Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

There are a wide variety of activities available affording our students an opportunity to participate in and represent their school. Some of our activities include:

Fall Baseball – boys
Softball – girls
Basketball – boys and girls
Cross Country – boys and girls
Cheerleading/Dance

Winter/Spring Track – boys and girls
Girls' volleyball
Archery
All YearBand
Builders Club
Chorus – Performance
Computer Club
Drama Club

Drumline
Future teachers
Jazz Band
National Junior Honor Society
Newspaper
Orchestra – Performance
Radiant Reds - Show Choir
Redcoats - Show Choir
Scholastic Bowl
Student Council
Yearbook

Absence from School on Day of Activity

A student who is absent from school on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the student's family. An athlete who is truant or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Concussions and Head Injuries

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

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Travel

All students/participants shall travel to school sponsored events and return home from events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by an administrator upon advance written request of a students' parent or guardian and provided the parent or guardian appears and accepts custody of the participant. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored, and oral permissions shall not be valid.

Any student/participant found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Special Programs

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school sponsored services, programs or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This

notification should occur as far in advance as possible of the school-sponsored function, program or meeting. The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. The same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact: Ms. Eliza Brooks, 217-444-3400 / Principal, North Ridge Middle School.

Behavioral Interventions

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

Discipline of Special Education Students

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

Isolated Time Out, Time Out, and Physical Restraint

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

Education of Children with Disabilities

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

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

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact: Ms. Eliza Brooks / Principal North Ridge Middle School (217) 444-3400.

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

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

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs
Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Mrs. Stimac at (217)-444-1939

Parent Notices Required by the Every Student Succeeds Act

Teacher Qualifications

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

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

Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests.

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

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at __https://www.danville118.org/domain/230.

Exemption from Physical Education Requirement

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

statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.
A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1

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

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:2
1.The time of year when the student's participation ceases; and

2.The student's class schedule.

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, as well as, for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Special Education Office, at 217-444-1083.

Homeless Child's Right to Education
When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:
(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For information regarding homeless child's right to education,
contact the Director of Educational Support Programs at (217)444-1062 or (217)444-1065.

Internet Acceptable Use
Student Acceptable Use Policy is in accordance with the OWNERSHIP IN EDUCATION HANDBOOK. Please refer to the manual when referring to the Acceptable Use.

Parents or guardians must sign the Technology Use Contract before students may access district technology. Students who do not have a Technology Use Contract on file will not be allowed to utilize the technology at their school.

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

that is reported in order to allow school officials to make a factual determination.

Non-School-Sponsored Publications/Websites

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required. 2. The material may be distributed at times and locations determined by the building principal, e.g., before the beginning or ending of classes at a central location inside the building. 3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed. 4. Distribution must be done in an orderly and peaceful manner and may not be coercive. 5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:

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

2. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
3. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, & 7

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed on Campus

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright; 3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non students, unless

it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Access to Student Social Networking Passwords and Websites
Public Act 98-129 requires schools to publish their disciplinary rules in circumstances in which the school may require access to social networking passwords or websites. Refer to the Danville District #118, Ownership in Education Manual for this policy.

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

Response to Intervention (RtI)/Multi-Tiered System of Support (MTSS)
Through RtI, we provide high-quality classroom instruction to all students. We assess all students and provide tiered instruction and interventions matched to individual student needs. Through ongoing assessment, student progress is continually monitored.

Family involvement in this process helps to enhance student outcomes. RtI is an opportunity to bring about meaningful change in family-school relationships, allowing for engaged partnerships between educators and families through collaborative, structured problem-solving.

Positive Behavior Interventions and Supports (PBIS)
The Positive Behavior Interventions and Supports (PBIS) program is an effort to help students build a positive attitude, develop strong character skills and to continue to expand on the skills necessary to become productive citizens. Students are taught and asked to adhere to these expectations: We are safe. We are kind. We are responsible. The PBIS program is an extension of our efforts to provide students with a positive environment in which to learn and succeed. Visit the PBIS section in our monthly newsletter for on-going communication and information regarding PBIS at our school.

Title I Program
The Title I program is a federally funded program that provides additional support to the educational process. This program also provides support for students who demonstrate an academic need. Title I programs may provide support and funds for parent and family engagement activities.

General Information

Accidents
Every accident in the school building, on the school campus, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the principal's office.

Address/Phone Number Changes
It is important that we always have your current address and phone number. Please notify the Guidance Office at

444-3418 for 7th grade and 444-3421 for 8th grade with any changes.

Agendas

The district has provided a student agenda for every student in the building. The agenda book is used to record assignments and grades. Each student is expected to maintain an agenda. Parents are encouraged to read over the information items in the agenda and check your child's assignments on a regular basis. Contact the Guidance Office for the replacement of a lost agenda book at 444-3419 for 7th grade and 444-3412 for 8th grade. The cost of replacement is $5.00

Bicycles

Students are allowed to ride their bicycle to North Ridge. Each bicycle rider should have a lock and chain to firmly secure the bicycle to the bicycle rack. The bicycle rack is located near the circle drive. The school will assume no responsibility for the safety of your bicycles. All bicycles should be locked to deter theft.

Birth Certificates

State law requires that parents must furnish the school district with a certified copy of their child's birth certificate. This can be obtained from the Records office of the Vermilion County Courthouse. If your child was born outside Vermilion County, you will need to contact the Vital Records Office of the county where your child was born. The school will photocopy the birth certificate for our new records and return the original to the parents. This law became effective January 1, 1987 and applies to all students who are new to District 118 schools.

Birthday Parties

Our goal is to promote healthy lifestyle principles, replacing unhealthy food offerings with healthy ones. Treats for class celebrations must be store-bought in pre-packaged containers. Designated dates, one per month, will be given to celebrate birthdays for that month. All families will be provided information regarding celebration dates, healthy snacks, and non-food alternatives for celebrations. Due to allergies, balloons are not allowed in the building. Please note: *All food items must be store bought and still in closed containers. We ask that invitations for home birthday parties not be distributed at school.*

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

Electronic recordings on school buses

- Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any 3 school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.
- Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.
- The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to electronic video and/or audio recordings. If the content of electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Bus Procedures/Safety Procedures

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days

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

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

Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.
Students may ride a different bus only in emergency situations and if there is room on the bus. Students must have a note from the parent, and it must be approved and signed by the principal or assistant principal. Students are advised to submit their note as soon as possible during the school day. Notes will not be approved as students board the bus for departure. If you have any difficulty with your child's transportation, please contact the bus garage at 920-1348 or 920-1341. You may also contact North Ridge at 444-3400. If your student requires special transportation, the bus garage requires five days' notice (school days) for a change to take effect. Please give ample notice so arrangements can be made.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.

2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus. 3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.

4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones

6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.

7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.

8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.

11. Never run back to the bus, even if you dropped or forgot something.

<u>Custody/Arrangements</u>
If you have any legal custody/divorce settlement information that the office should be aware of regarding your

child(ren), please be sure to let us know verbally and in writing. It is extremely important that the school knows if a student is not to be released to a specific person. Please bring this information to our attention each year as situations change.

Parents who are separated, but not legally divorced, are advised that the school finds itself in a difficult position when determining who should be allowed to remove the child from the school premises. Unless there is assigned custody or other court papers indicating that one parent cannot have access to their child, the school will release the child to either parent.

Early Dismissal

North Ridge Middle School will be dismissed early multiple times this year. This time will be used by staff for curricular improvement and the educational accountability process initiated by the Illinois State Board of Education. We will dismiss at 2:45 p.m. Please refer to the Early Dismissal Dates provided on the North Ridge Calendar and on our school web page.

Electronic Equipment

Students are NOT to bring any of the following equipment to school (CD/MP3 players, radios, earphones, pagers, gaming devices, etc.) Please make sure your child leaves these items at home. In addition, please discourage your child from bringing toys and possessions to school. Invariably, an item is lost, and the school is not able to replace lost possessions. Please help us avoid such occurrences.

Field Trips

Field trips are a privilege for students. All Students must abide by all school policies during transportation and during field trip activities and shall treat all field trip locations as though they are on school grounds. Students who fail to abide by school rules and/or location rules during a field trip may be subject to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

Instructional Materials

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

The school will provide not less than 5 days' written notice to parents/guardians of students in kindergarten through 8th grade before commencing any class or course providing instruction in recognizing an avoiding sexual abuse to afford the parents/guardians an opportunity to submit a written objection to their child's participation.

Lockers

Lockers are always to be kept locked to protect personal property. Abuse to the locker may result in discipline for vandalism. The locker combinations should be kept in a safe place. Other students should not be told your locker combination. Lockers should always be clean and neat. Lockers are not to be used for storage of materials other than books, school papers, and coats. Lockers may not be decorated on the outside. Decorations on the inside must conform to school standards of decency and be appropriate. Book bags, lunch sacks, and purses are to be left in lockers during the school day.

The school reserves the right to inspect lockers on a frequent and unannounced basis to ensure compliance with the rules and overall student safety.

Lost and Found

Lost books and articles of clothing may be claimed in the lost and found box located in the cafetorium. Personal property such as keys, rings, bracelets, glasses, and money may be claimed in the office.

Nursing Services

If a student is injured while participating in any school activity, an instructor should be notified immediately. The school is not responsible for doctor and hospital expenses resulting from accidents of any kind. All students should have their own medical insurance.

Personal Property
Students are requested to carefully protect their personal property at all times. Large amounts of money are not to be brought to school. Athletes and physical education students are not to bring valuables to a coach or teacher. Cameras and other such items are never to be brought to school unless they are being used as part of a class assignment.

Parent/Teacher Conferences
Parent-teacher conferences are scheduled two times per year for every student. We urge you to make every effort to attend conferences. We find that regular communication between teacher and parent benefits the student in many ways. Additional parent conferences may be requested at any time during the school year.
2026-2027 Parent/Teacher Conference Dates:
Fall – October 27th 3:30 p.m. - 7:15 p.m; October 29th 3:30 p.m.-7:00 p.m.
Spring – April 6st 3:30 p.m. – 7:15 p.m.; April 8th 3:30-7:00 p.m.

Pledge of Allegiance
Students who choose not to recite the pledge may remain silent but should in no way disrupt those who wish to participate.

Registration/Residency
Families of registered students of Danville District No. 118 must provide proper documentation to prove residency within district boundaries. Required documentation can be found on the Danville District No. 118 website.

School Volunteers
All school volunteers must have a background check completed and be approved by the principal prior to assisting in the school. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

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

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

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

Student Searches
School authorities may search a student and/or the student’s personal effects in the student’s possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the

search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

Questioning of Students Suspected of Committing Criminal Activity

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

Student Emergency Form

At the beginning of each school year, all parents/guardians must fill out a Student Emergency Form for each of their children enrolled in school. Situations may arise that make it necessary for the school to contact a student's parent(s) or guardian(s), i.e., illness, injury, special recognition, or other problems that may arise. *Please contact the office with any changes* in telephone numbers (both home and work), addresses, emergency contact, and other similar information.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

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

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

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

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

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

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,[2] any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

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

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

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

7. The right to request that military recruiters, institutions of higher learning, and the Illinois Student Assistance Commission not be granted access to your student's information without your prior written consent.[3]

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, email addresses, and telephone numbers, unless the student's parent/guardian, or a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. Similarly, State law requires a secondary school to provide to military recruiters, public institutions of higher education, and the Illinois Student Assistance Commission access to the same types of information, in addition to a secondary student's birth date, unless the student's parent/guardian submits a written request before the end of the student's sophomore year (or if the student is a transfer student, by another time set by the District) that such information not be released. If you wish to opt your child out of the release of this information so that it is not released without your prior written consent, notify the building principal where your student is enrolled for further instructions. Students age 18 and older may also opt out by contacting the building principal for further instructions.

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

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

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520
Cross reference:

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect

personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

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

Office Telephone

Students will be allowed to use the office telephone for ***emergency*** use only. The use of the phone in the office is a privilege. It should be used only when absolutely necessary. The phone is NOT for routine calls caused by a lack of planning or irresponsibility on the part of the student. Calls for forgotten items, etc., are ***NOT*** considered emergencies.

Laws, Notices, Policies and Forms

Accommodating Individuals with Disabilities

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

Animals on School Property

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

Asbestos Management

The E.P.A. is conducting inspections in school districts statewide to determine if they are in compliance with the federal rules and regulations promulgated under the Asbestos Hazard Emergency Response Act.

Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum.

A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

Request to Examine Family Life and National Sex Ed Standards Materials

A sample of the District's instructional materials and course outline for family life instructional materials are available from the classroom teacher for parent/guardian inspection.

The scope and sequence of instructional materials for the National Sex Ed Standards (NSES) is posted on the District's Internet website, along with the name and contact information, including an email address, of staff members who can respond to your inquiries.[2]

You may request to examine the above instructional materials by completing the "Request to Examine Materials and Statutory Opt-Outs" form.

Parent or Guardian Opt-Outs

No student is required to take or participate in the following classes or courses, and no disciplinary or academic penalty exists for refusing to take or participate in such a course or program.

- Family life (emotional, psychological, physiological, hygienic and social responsibilities, including evidence-based and medically accurate information regarding sexual abstinence).
- AIDS, including in grades 6 through 12, its prevention, transmission and spread.
- Comprehensive Personal Health and Safety and Sexual Health Education Program NSES Standards.
- Donations and transplants of organs/tissue and blood organ/tissue transplantation, in grades 9 and/or 10.
- CPR, including training on how to properly administer CPR in accordance with standards of the American Red Cross, the American Heart Association, or another nationally recognized certifying organization.
- How to use an AED.

If you do not want your child to participate in these classes or courses, please complete the "Request to Examine Materials and Statutory Opt-Outs" form.

Emergency School Closings

In cases of severe weather and other local emergencies, please listen to local radio stations or view local television channels to be advised of school closings or early dismissals. We will also contact you by phone through our Alert Now Notification System. Make sure you keep your contact information current with the school office to receive these messages. If we dismiss early for an emergency or poor weather conditions, after-school functions may be canceled.

Equal Opportunity and Sex Equity
Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Kimberly Pabst at (217) 444-1027 or Justin Thorlton at (217) 444-1047, 110 E. Williams Street, Danville, Illinois 61832.

Invitations & Gifts
Party invitations or gifts for classmates should not be brought to school to be distributed. The office is unable to release addresses and phone numbers of students.

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

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

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

Emotional signs:

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

● Self-harming behaviors or expressing thoughts of suicide or suicidal behavior ● Failing grades
● Drug or alcohol use

Warning Signs of Grooming Behaviors

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

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

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

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

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

- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.
Additional Resources include:
National Sexual Assault Hotline at 800.656.HOPE (4673)
National Sexual Abuse Chatline at online.rainn.org
Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Pesticide/ Coal Tar Sealant Application Notice

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

**Notification will be given 2 days before application of the pesticide. Prior notice is not required if there is imminent threat to health or property. Notification will be given 10 days before application of the coal tar sealant to the grounds.*

Safety Drill Procedures and Conduct

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

School Visitation Rights

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

Sex Discrimination

It is the policy of Danville District #118 not to discriminate on the basis of sex in its educational and extra curricular programs and activities or its employment policies, as required by Illinois PA 79-597 and Title IX of the 1972 Education Amendments. Inquiries regarding compliance with the Illinois sex equity rules and the Title IX regulation may be directed to Mr. Justin Thorlton or Mrs. Kimberly Pabst, at 110 East Williams Street, Danville, Illinois 61832, Telephone (217) 444-1000.

Sexual Harassment and Teen Dating Violence

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that: denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or has the purpose or effect of: substantially interfering with a student's educational environment creating an intimidating, hostile, or offensive educational environment; depriving a student of educational aid, benefits, services, or treatment; or making submission to or rejection of such conduct the basis for academic decisions affecting a student. The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a

person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Teen Dating Violence is teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws

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

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

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required. 2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building. 3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school endorsed.
4. Distribution must be done in an orderly and peaceful manner and may not be coercive. 5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
   a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.
   b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright.

c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
d. Is reasonably viewed as promoting illegal drug use; or
e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.

7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Suicide and Depression Awareness and Prevention

-Wj{nxji%Ozsj%757;.%Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website.[1] Information can also be obtained from the school office.

If you need assistance, help is also available from the following organizations:[2]

National Suicide Prevention Lifeline
Call or text 988
Crisis Text Line
Text HOME to 741741
Safe2Help Illinois
Call 844-4-SAFEIL (723345)
Text SAFE2 (72332)

Threat Assessment Procedure

In the event of a threat, administration and other designated staff members will follow Danville District No. 118 protocols to assess the threat properly.

Transportation Reimbursement Eligibility and Dispute Resolution

Transportation at district expense will be furnished for all pupils who live 1.5 miles or more from the school they are required to attend. Transportation may be furnished for pupils' ineligible for regular reimbursed transportation under 1.5 miles if parents reimburse the district at a rate established by the Board or if, in the opinion of the Board, and validated by the state Department of Transportation, there exists pedestrian hazards for pupils.

Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Annual Notice to Parents about Educational Technology: Vendors Under the Student Online Personal Protection Act 4

School districts throughout the State of Illinois contract with different educational technology vendors for

beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations.

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

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

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

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

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

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

School Operations During a Pandemic or Other Health Emergency

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

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

Additionally, please note the following:

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

Emergency Information

Emergency Plans and Drills

Our school has specific building plans for a variety of emergency situations, and these are reviewed and practiced with students at the beginning of the school year and periodically throughout the year. A copy of our Critical Incidence manual may be viewed in the school office.

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

Emergency Dismissal Plan

In cases of bad weather and other local emergencies, please listen to local radio stations or view local television channels to be advised of school closings or early dismissals. We will also contact you by phone through our Parent Square Notification System. Please make sure you keep your contact information current with the school office to receive these messages.

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

Evacuation Sites

If an emergency should arise necessitating the evacuation of students and faculty from the school facility and/or grounds, we ask that parents not come to school to locate their child(ren). In the event of an emergency, the evacuation site for North Ridge is YMCA at 1111 N. Vermilion St. Danville, Illinois 61832. In the event of an evacuation you will be notified through our alert system Parent Square. For us to ensure the safety of all students, we need them to be picked up and checked out from the designated evacuation site. If you need any information on the situation or about your student, please call the Dr. David L. Fields Administrative Service Building at 444-1000.

School Violence Tip-Line

The Illinois State Police will administer the School Violence Tip-Line which will provide a means for students to report threats of violence and weapon violations on school grounds.
The statewide toll-free number, 1-800-477-0024, will be physically answered at the ISP Communications Center in Springfield. This is an anonymous phone line.

State police employees who will forward the information to the local sheriff or police department and the appropriate ISP district will answer calls. The local law enforcement agency will be responsible for notifying the school at which the violent act is supposed to occur. If the school is not in their community, they will ensure that the proper law enforcement agency and school are notified immediately.

The Tip-Line is an option in those cases when the caller fears reprisal or if the caller is considering committing acts of violence and is unwilling to sacrifice anonymity. This handbook is only a summary of District #118 Board Policy. Policies may be amended at any time during the year without notice. District #118 Board Policies are available online at www.danville118.org Communication of policies has been made to all persons expected to comply with them.

Forms

Authorization of Medical Treatment Form

To be submitted to the Superintendent or designee. (Please print)

Student Sport/Activity Parent/Guardian Home phone Home address Cell phone

Physician Physician phone Medical Information: *(list allergies, medications, conditions and any known restrictions)*

In the event of a medical emergency and if reasonable attempts to contact me using the telephone numbers listed above are unsuccessful:

I, as parent or legal guardian of the above student, do hereby authorize treatment by a licensed medical physician of my child in the event of a medical emergency that, in the opinion of the attending physician, may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed. I understand that transfer of my child to any hospital reasonably accessible will be at my expense.

_____

Parent/Guardian Signature Date

Certificate of Physical Fitness for Participation in Athletics

To be submitted to the Building Principal. (please print)

Student	Sport/Activity
Parent/Guardian	Home phone
Home address	Cell phone
Emergency contact *(relationship to student)*	Contact phone
Physician	Physician phone

Medical History: Date of Birth: _____ Height: _____ Weight: _____

Heart condition Diabetes Asthma: Requires child to self-administer medication

Epilepsy Allergies: Requires student to carry epinephrine

Other _____

List all medications *(prescribed and over the counter)*

Injuries *(brief description and dates)*

Surgeries *(brief description and dates)*

Physical activity restrictions *(brief description and duration)*

I certify that:

1. My child is in good health and is capable of participating in the above sport or activity. No need exists to limit his/her participation. I assume full responsibility for his/her physical condition and participation, and will notify you of any changes.
2. I have completed and submitted the *Authorization for Medical Treatment* form allowing the school to seek medical treatment for my child in the event of a medical emergency when reasonable attempts to contact me are unsuccessful.
3. If my child requires or may need medication while participating in athletics, I have completed and submitted the *School Medication Authorization Form*.

Parent/Guardian signature _____ Date _____

[1] Secondary schools should substitute the IHSA and IESA's Pre-Participation Examination Form for this form when the sport is IHSA regulated. It is available at: https://www.ihsa.org/default.asp.

Student Authorization for Access to the District's Electronic Networks[1]

Dear Parents/Guardians:

Our District has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Access to the District's Electronic Networks* (Authorization) once while the student is enrolled in the District.

The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow, and the District respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have a network account, sign the *Authorization* below and return it to your school.

Authorization for Access to the District's Electronic Networks Form

A parent/guardian must read and agree to the following before their child is granted unsupervised access:

All use of the electronic networks 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 the District's 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 form. 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 Acceptable Use of the District's Electronic Networks with my child. I hereby request that my child be allowed access to the District's electronic networks, including the 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 *Acceptable Use of the District's Electronic Networks*. I understand that the District and/or its agents may access and monitor my use of the District's electronic networks, including the Internet, 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 networks, including the Internet.

Student Name (*please print*)

Student Signature Date