DEERFIELD PUBLIC SCHOOLS
DISTRICT 109

Student/Family Handbook

Updated August 2026

Table of Contents

School Operations During a Pandemic or Other Health Emergency

Board of Education and District Information

District 109 Schools

General School Information

Visitors

Equal Educational Opportunity and Sex Equity

Animals on School Property

School Volunteers

Invitations & Gifts

Emergency School Closings

Video & Audio Monitoring Systems

Accommodating Individuals with Disabilities

Students with Food Allergies

Treats & Snacks

Prevention of Anaphylaxis

Parent Organizations and Booster Clubs

Attendance, Promotion & Graduation

Attendance

Student Absences

Release Time for Religious Instruction and Observance

Make-Up Work

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

Truancy

Grading & Promotion

Homework

Exemption From PE Requirement

Credit for Non-District Experiences & Accelerated Placement

Home & Hospital Instruction

Student Fees & School Lunch Program

Fines, Fees, and Charges; Waiver of Student Fees

School Lunch Program

Transportation & Parking

Bus Transportation

Parking

Health & Safety

Immunization, Health, Eye & Dental Examination

Student Medication

Care of Students with Diabetes

Deaf, Hard of Hearing, Blind, or Visually Impaired Students

CPR and AED Training

Guidance & Counseling

Suicide and Depression Awareness and Prevention

Safety Drill Procedures

Student Safety

Targeted School Violence Prevention Program

Communicable Disease

Head Lice

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Faith's Law Notification - Employee Conduct Standards

Sexual Abuse Response and Prevention Resource Guide

Discipline & Conduct

General Building Conduct

School Dress Code & Student Appearance

Student Behavior

When and Where Conduct Rules Apply

Disciplinary Measures

Time Out and Physical Restraint

Corporal Punishment

Weapons Prohibition

Gang & Gang Activity Prohibited

Suspension Procedures

Expulsion Procedures

Re-Engagement of Returning Students

Prevention of and Response to Bullying, Intimidation, and Harassment

Discrimination, Harassment, and Retaliation Prohibited

Sexual Harassment Prohibited (Title IX)

Teen Dating Violence Prohibited

Making a Complaint

Investigation Process

Enforcement

Field Trips

Internet, Technology & Publications

District Technology Acceptable Use Policy (AUP)

Restrictions on Publications & Websites

Guidelines for Student Distribution of Non-School-Sponsored Publications

Prohibition on Access and Distribution

Annual Notice to Parents about Educational Technology

Use of Artificial Intelligence

Search and Seizure

Search and Seizure

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

Students Searches

Seizure of Property

Questioning of Students Suspected of Committing Criminal Activity

Notification Regarding Student Accounts or Profiles on Social Networking Websites

Extracurricular and Athletic Activities

Requirements for Participation in Athletic Activities

Illinois High School Association

Absence from School on Day of Extracurricular or Athletic Activity

Travel

Code of Conduct

Due Process Procedures

Student Athlete Concussions and Head Injuries

Athletic or Team Uniforms

Attendance at School-Sponsored Dances

Soccer Goal Safety

Special Education

Education of Children with Disabilities

Discipline of Students with Disabilities

Exemption From Physical Education Requirement

Access to Classroom for Special Education Observation or Evaluation

Related Service Logs

PUNS (Prioritization of Urgency of Need for Services)

Student Records & Privacy

Surveys

Student Privacy Protections

Complaints about Curriculum, Instructional Materials, and Programs

Student Records

Student Biometric Information

Parental Right Notifications

Teacher Qualifications

Standardized Testing

Homeless Child's Right to Education

Family Life & Sex Education Classes

English Learners

School Visitation Rights

Asbestos Management Plan

Pesticide Application Notice

Mandated Reporter

Unsafe School Choice Option

Student Privacy

Sex Offender Notification Law

Violent Offender Community Notification

Employee Ethics

Parent Notices Required By Every Student Succeeds Act

District 109 1:1 Learning Environment

Introduction

Device Distribution & Collection

Using the Device at School

Using the Device Outside of School

Care and Maintenance

Screen Care

Transporting the Device

Device Identification

Repairs/Replacement

No Expectation of Privacy

Content Filter

G-Suite for Education Notice to Parents/Guardians

Parent/Guardian Portal

Digital Citizenship

Apps, Websites & Other Tools

Student & Parent/Guardian Handbook Acknowledgment

School Operations During a Pandemic or Other Health Emergency

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

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Students and parents/guardians will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
3. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
4. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
5. 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.
6. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
7. 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.
8. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
9. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Board of Education and District Information

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District website or at the District Center, located at 517 Deerfield Road, Deerfield, IL 60015.

The School Board governs the District and is elected by the community. Current School Board members are:

- Ryan Kuo, *President* ryan.kuo@dps109.org
- Kelly Jakymiw, *Vice President* kelly.jakymiw@dps109.org
- Kate Joyce, *Secretary* kate.joyce@dps109.org
- Remoun Abraham, *Member* remoun.abraham@dps109.org
- Rosie Bonar, *Member* rosie.bonar@dps109.org
- Mitch Dornfeld, *Member* mitch.dornfeld@dps109.org
- David Murav, *Member* david.murav@dps109.org

The School Board has hired the following District administrative staff to operate the District:

- Michael Simeck, Superintendent of Schools
- Dr. Danielle Arnold, Assistant Superintendent for Curriculum and Instruction
- Dr. John Filippi, Assistant Superintendent for Finance and Operations
- Dr. Dale Fisher, Assistant Superintendent for Human Resources
- Dr. Joanna Ford, Assistant Superintendent for Student Services
- Jason Jezuit, Director for Learning & Instruction
- Cathy Kedjidjian, Chief Communications Officer
- Marcia Klita, Director for Student Services
- Bennett Kostecki, Business Manager
- Dr. Ginger Logemann, Director for Student Services
- Jen Lucas, Assistant Director for Operations & Security
- Tim Ryan, Director for Buildings & Grounds

District 109 Schools

The following are the six District 109 schools (all of which are in Deerfield, IL, zip code 60015), and their building administration:

Caruso Middle School
1801 Montgomery Road
(847) 945-8430
Mark Schwarz, Principal
Jamie Mette, Associate Principal

Shepard Middle School
440 Grove Place
(847) 948-0620
Rob Wegley, Principal
Cathy Van Treese, Associate Principal

Kipling Elementary School
700 Kipling Place
(847) 948-5151
Dr. Matthew Lombardo, Principal
Hannah Eagle, Assistant Principal

South Park Elementary School
1421 Hackberry Road
(847) 945-5895
Dr. Marcie Faust, Principal
Stephanie Monaco, Assistant Principal

Walden Elementary School
630 Essex Court
(847) 945-9660
Stephanie Strenger, Principal
Ann Pasquesi, Assistant Principal

Wilmot Elementary School
795 Wilmot Road
(847) 945-1075
Jessica Hutchison, Principal
Stefanie Beane, Assistant Principal

General School Information

Visitors

Visitors should ring the front doorbell, identify themselves and inform office personnel of their reason for being at school.

District 109 uses electronic school safety software for the check-in process to increase the safety of students, staff, and visitors. During school hours, all visitors will present their driver's license or other State ID to be scanned through the electronic school safety software system. The steps are:

1. Arrival and Initial Check-In
   Upon arrival, all visitors must enter through the school's main entrance and proceed to the front lobby vestibule. There, they will use the iPad-based Visitor Management System to scan their valid driver's license or state-issued ID and follow the on-screen prompts.
2. Security Clearance
   - If cleared by the electronic school safety software, building staff will permit the visitor to enter the front office.
   - The system will generate a photo ID badge, and the visitor will be issued an orange visitor lanyard.
   - At this time, the visitor must submit their license or state ID to the front office for safekeeping.
   - The ID badge must be clearly visible, worn on the outside of outer clothing at all times during the visit.
3. Reminders and Check-Out Instructions
   Office staff will remind visitors that they are required to check out at the front office before leaving and to return both the badge and lanyard. Clear signage will also be posted at exits as a reminder to check out.
4. Failed Security Clearance
   If a visitor is not cleared by the electronic safety software, office staff will immediately follow the established protocol for a "Failed Check."
5. Visitor Check-Out Process
   At the end of the visit, the visitor must return the ID badge and lanyard to the front office. Once this is completed, office staff will return the visitor's license or state ID, and the individual will be formally checked out of the system.

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 him/herself in accordance with these procedures or otherwise in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. Trespassing on school grounds is prohibited.

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

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.

Equal Educational Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Dr. Joanna Ford Assistant Superintendent for Student Services (jford@dps109.org).

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that:

1. The animal is appropriately housed, humanely cared for, and properly handled and
2. Students will not be exposed to a dangerous animal or an unhealthy environment.

School Volunteers

Some teachers utilize parent/guardian volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent/guardian volunteers will notify parents & guardians. For school-wide volunteer opportunities, please contact the building principal.

The School District does not provide insurance coverage to non-District personnel serving as volunteers for the School District.

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

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Emergency School Closings

In the event of a weather-related or emergency closing or schedule change, the District sends an email, phone call, and text message to staff and families. All families must make sure their contact information is up to date in Family Access. The District will also post the announcement on the District home page (dps109.org), school websites, District social media accounts, the Emergency Closing Center, Local media outlets, including major radio and TV sources.

The Superintendent will make every effort by 5:30 a.m. to make the decision to open on time, open with a delayed start, or close schools; however, there may be times when the decision must be made later. More information on adverse weather procedures can be found on our website.

eLearning days are district-wide days that permit students to receive instruction electronically while not physically present in schools. These days can be used in lieu of the district's scheduled emergency days. Further information regarding e-learning can be found on our website.

If adverse weather or other emergency occurs during the day, please look for an email, text message or phone call and check the District home page (www.dps109.org) for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

In the case of a delayed start, all bus pick-up and arrival times will be two hours late. In a delayed start plan, there will be no morning preschool; afternoon preschool classes will run as normal.

When schools remain open during inclement weather, the ***final decision to keep a child home is the responsibility of each child's parents/guardians***. If you keep your child home, report the absence due to weather; the absence will be excused.

Video & Audio Monitoring Systems

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

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 and/or their legal parent/guardian should notify the Assistant Superintendent for Student Services 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.

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal or assistant/associate principal.

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

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

Please see the Food Allergy Management Plan for how the District appropriately meets the needs of students with allergies.

Treats & Snacks
Refer to the Food Allergy Management Plan snack policy for details about food in classrooms.

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 can refer to Board Policy 7:285 Anaphylaxis Prevention, Response, and Management Program.

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

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

- The organization's or club's name and purpose, such as to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
- The rules and procedures under which it operates.
- An agreement to adhere to all Board policies and administrative procedures.
- A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
- A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
- An agreement to maintain and protect its own finances.
- A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

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

information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Back to Table of Contents

Attendance, Promotion & Graduation

Enrollment

Parents/guardians who enroll a student within the District must provide either (1) a certified copy of the student's valid birth certificate or (2) other reliable proof (i.e., passport, visa or other government document) of the child's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate within 30 days of the student's enrollment. The District will provide assistance to homeless students who have difficulty producing a certified copy. If a certified copy is not received within 30 days, state law requires the District to report this to the Illinois State Police.

In addition, proof of residence, disease immunizations, and the required physical examination are required for enrollment.

Residency

Only students who are residents of the District may attend a District school except as otherwise provided in State law. A student's residence is the same as the person who has legal custody of the student. A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement stating:

1. That he or she has assumed and exercised the legal responsibility of the child,
2. The reason the child lives with him or her, other than to receive an education in the District, and
3. That he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency.

If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating:

1. the role and responsibility of the person with whom their child is living, and
2. that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian makes a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Attendance

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

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school, there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. The school may require documentation explaining the reason for the student's absence.

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

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

All other absences are considered unexcused.

In the event of any absence, the student's parent/guardian is required to report it to the school before 8:00 a.m. (at middle schools) and 8:40 a.m. (at elementary schools) to explain the reason for the

absence. If contact has not been made with the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school.

Release Time for Religious Instruction and Observance
A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction.

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

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. For students who are unexcused from school, there is no guarantee that makeup work will be provided.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students
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 will collaborate with families to help identify the causes of unexcused student absences. Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services

Truancy
Student attendance is critical to the learning process. Truancy is, therefore, a serious issue and will be dealt with in a serious manner by the school and District. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

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

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

Grading & Promotion
School report cards are issued to students on the following basis:

- Students in grades K-8 receive semester progress reports

Progress reports are posted online through Family Access. 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 assessments, and other assessments. A student will not be promoted based on age or any other social reasons not related to academic performance.

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

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

Exemption From PE 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 Special Education Exemption From Physical Education Requirement.

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 or guardian 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:

- The time of year when the student's participation ceases; and
- The student's class schedule.

Credit for Non-District Experiences & Accelerated Placement

Credit for Non-District Experiences: The District does not grant high school credit for learning experiences that an enrolled student does not complete through the District.

Accelerated Placement: The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board Policy 7:10, Equal Educational Opportunities, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g., District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

Please contact Jason Jezuit, director for learning and instruction, (jjezuit@dps109.org) for additional information.

Home & Hospital Instruction

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

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

1. A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances, tBefore the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child, if:
    a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
    b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate coursework and facilitate a student's return to school.
For information on home or hospital instruction, contact the building principal or assistant/associate principal.

Back to Table of Contents

Student Fees & School Lunch Program

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the 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 does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver when:

1) The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.
2) The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3) The student is homeless, as defined by the McKinney-Vento Homeless Assistance Act.

An additional consideration for fee waivers will be given 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.

Within 30 days, the District will notify the parent/guardian if the fee waiver has been approved or denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact Rosa Castillo (rcastillo@dps109.org).

Please see the Fee Information page for the District's application for a fee waiver.

Pursuant to the Hunger-Free Students Bill of Rights Act, the school is required to provide a 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.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

School Lunch Program

The District does not have a lunch program. PTOs at each school offer the opportunity for parents/guardians to purchase lunches brought in by outside vendors. See your school's PTO web page for details.

If your family meets the eligibility guidelines established by the federal government pursuant to the National School Lunch Act, your child/children will qualify for free lunches. Please see the Fee Information page for the District's application for a fee waiver.

Back to Table of Contents

Transportation & Parking

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.

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

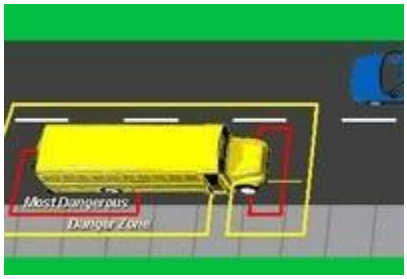
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks, and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file line 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. 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 (see image below). Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



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

For questions regarding school transportation issues, contact transportation@dps109.org.

Parking

Each school has designated locations available for school visitor parking. Building principals will communicate school parking procedures with families.

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

Back to Table of Contents

Health & Safety

Immunization, Health, Eye & Dental Examination

Required Health Examinations and Immunizations: All students are required to present appropriate proof of a health examination (Student Services / Health Information and Forms) and immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or 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 ages 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 15th of the current school year** 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.

Eye Examination: All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents:

1. Proof of a completed eye examination, or
2. That an eye examination will take place within 60 days after October 15.

Dental Examination: All students entering kindergarten, second, sixth, and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within 18 months prior to the May 15 deadline. Failure to present proof allows the school to hold the child's report card until the student presents:

1. Proof of a completed dental examination, or
2. That a dental examination will take place within 60 days after May 15.

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 of 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.

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 Permission to Administer Medication (Prescription & Non-Prescription) form which must be signed by a licensed healthcare professional

No 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 an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a Permission to Administer Medication (Prescription & Non-Prescription) form. The school and District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and/or self-administer diabetic testing supplies, equipment, and insulin. Students who are diabetic must also have a Diabetes Medical Management Plan on file with the school.

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

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).

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

Care of Students with Diabetes

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

1. Inform the school in a timely manner of any change that needs to be made to the Diabetes Medical Management Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Medical Management Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Medical Management Plan.

For further information, please contact the building principal or assistant/associate principal.

Deaf, Hard of Hearing, Blind, or Visually Impaired Students

All students that are deaf, hard of hearing, blind, or visually impaired may be eligible to receive services from the Illinois School for the Deaf or the Illinois School for the Visually Impaired. The Illinois School for the Deaf provides services such as medical, audiological, vision, and speech services. The Illinois School for the Visually Impaired provides services in all academic areas, orientation and mobility, compensatory skills such as Braille, and career education. More information regarding school services, admission criteria, and school contact information may be found at http://www.illinoisdeaf.org/ and http://www.isvi.net/.

CPR and AED Training

Many School District employees are trained in CPR and AED use. The Illinois High School Association's website contains a video on the administration of cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED). All students and parents/guardians are encouraged to review the video at http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx.

Guidance & Counseling

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

Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the District.

The District maintains student and parent/guardian resources on suicide and depression awareness and prevention. Much of this information, including a copy of the District's policy, is posted on the District website.

If a student is in need of support, additional resources are available:

- Dial 988 for the National Suicide and Crisis Lifeline
- Text HOME to 741741 to reach the Crisis Text Line
- Text SAFE2 (72332) for Safe2Help Illinois

Safety Drill Procedures

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. During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act, (105 ILCS 128/)

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

Student Safety

The District is committed to maintaining a safe school environment for all stakeholders. To that end, the superintendent, building principal, or other administrator shall immediately notify the police in the event that a staff member observes:

1. anyone in possession of a firearm on school grounds;
2. any verified drug-related incident on school grounds or in school transportation; and
3. any incidents of battery committed against staff.

In addition, if an administrator determines that a person is a clear and present danger to himself, herself, or others, the administrator shall notify the State Police within 24 hours.

Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the district's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if, for some reason, there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or other service providers, excusing the student from class as necessary for circumstances

consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint
An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Article 26A Resource Person
Dr. Joanna Ford, Assistant Superintendent for Student Services
517 Deerfield Rd
Deerfield, IL 60015
(847) 945-1844 x7229
jford@dps109.org

Complaint Managers:
Dr. Joanna Ford, Assistant Superintendent for Student Services
517 Deerfield Rd
Deerfield, IL 60015
(847) 945-1844 x7229
jford@dps109.org

Dr. John Filippi, Assistant Superintendent for Finance and Operations
517 Deerfield Rd
Deerfield, IL 60015
(847) 945-1844 x7215
jfilippi@dps109.org

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

1. Parents/guardians are required to notify the building nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor

stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice

District 109 follows the guidelines of the Centers for Disease Control and Prevention regarding head lice.

1. Students are not excluded from school for lice or lice nits.
2. If a student at school is found to have lice, the parent/guardian is notified so that treatment may begin upon return to home.
3. Building nurses do not perform lice checks on groups of children (e.g., classrooms, grade levels).
4. Lice checks are performed on an individual basis only for children presenting with symptoms of potential lice infestation.

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 dialogue 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 as 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 dialogue
- 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)

Faith's Law Notifications- Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Sexual Abuse Response and Prevention Resource Guide

ISBE has developed and maintains the Faith's Law Resource Guide. The guide contains information on the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse

Back to Table of Contents

Discipline & Conduct

General Building Conduct
Students are expected to behave respectfully, responsibly, and safely in and around the school.

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Appropriate footwear must be worn at all times.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline.
- A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
- The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Student Behavior
Per Board Policy 7:190 Student Behavior, students may be disciplined for misconduct, including but not limited for the following:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including, without limitation, electronic cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
    a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
    b. Any anabolic steroid, unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list, unless administered in accordance with a physician's or licensed practitioner's prescription.
d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including, without limitation, pure caffeine in tablet or powdered form.
g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

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

individualized education program (IEP) or Section 504/Individual Health Plan; (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including, without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time
11. Teen dating violence, as described in Board Policy 7:185, Teen Dating Violence Prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and

security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
22. Engaging in Sexting. Sexting is the sending of sexually explicit texts or nude or partially nude images of minors by minors; these images, in some instances, have been classified as child pornography. Sexting may also include possessing or storing such sexually explicit electronic media on electronic devices, such as a cell phone, computer, or electronic storage site on the internet. Consent or permission by the subject of the photographs or recipient of the message or media is not relevant.

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. Nothing in this Section shall prohibit the discipline of students for violations of school policies or rules.

When and Where Conduct Rules Apply

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

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

intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or

5. During periods of remote learning.

Disciplinary Measures

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

1. Notifying parent(s)/guardian(s)
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus-riding privileges in accordance with Board Policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board Policy 7:200, Suspension Procedures at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board Policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be

appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

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, and physical restraint as discipline or punishment, convenience for staff, retaliation, 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.

Corporal Punishment

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

Weapons Prohibition

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

A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the *United States Code* (18 U.S.C. § 921), firearm as defined in Section 1.1 of the *Firearm Owners Identification Card Act* (430 ILCS 65/), or firearm as defined in Section 24-1 of the *Criminal Code of 1961* (720 ILCS 5/24-1).

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

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Gang & Gang Activity Prohibited

“Gang” is defined as any group, club, or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall:

1. wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia, or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or
2. use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;
3. request any person to pay protection or otherwise intimidate, harass, or threaten any person;
4. commit any other illegal act or other violation of District policies,
5. or incite other students to act with physical violence upon any other person.

Suspension Procedures

In-School Suspension: The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

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

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student’s presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student’s parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:

    a. Provide notice to the parent(s)/guardian(s) of their child’s right to a review of the suspension;
    b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
    c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
    d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and

e. Depending upon the length of the out-of-school suspension, include the following applicable information:

i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
   a) A threat to school safety, or
   b) Disruption to other students' learning opportunities.

ii. For a suspension of 4 or more school days, an explanation:
   a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
   b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
   c) That the student's continuing presence in school would either:
      i. Pose a threat to the safety of other students, staff, or members of the school community, or ii) Substantially disrupt, impede, or interfere with the operation of the school.
      ii. For a suspension of 4 or more school days, the information listed in section e.ii., above, along with documentation by the Superintendent or designee, determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After the presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

Expulsion Procedures

The Superintendent or designee has implemented expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) will be provided a written request to appear at a hearing to determine whether the student should be expelled. The request will be sent by registered or certified mail, return receipt requested, and regular mail. The request will include:

   a. The reasons for the proposed expulsion, as well as the conduct rule the student is charged with violating.

b. The time, date, and place for the hearing.
c. A short description of what will happen during the hearing.
d. A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney, and if so, the attorney's name.

2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. The hearing will be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she will report to the Board the evidence presented at the hearing, and the Board will take such final action as it finds appropriate.
3. During the expulsion hearing, the Board or hearing officer will hear evidence concerning whether the student is guilty of gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After the presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:

    a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
    b. Provide a rationale for the specific duration of the recommended expulsion.
    c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
    d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

5. Upon expulsion, the District may refer the student to appropriate and available support services.

Re-Engagement of Returning Students

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

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 District goals.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, 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:

- During any school-sponsored education program or activity.
- 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.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- 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. *This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.*

Definitions from 105 ILCS 5/27-23.7

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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.

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

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

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

(i) are adapted to the particular needs of the school and community,

(ii) contribute to maintaining school safety,

(iii) protect the integrity of a positive and productive learning climate,

(iv) teach students the personal and interpersonal skills they will need to be successful in school and society,

(v) serve to build and restore relationships among students, families, schools, and communities,

(vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and

(vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below;

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

   Nondiscrimination Coordinators:
   Dr. Dale Fisher, Assistant Superintendent for Human Resources
   517 Deerfield Rd
   Deerfield, IL 60015
   (847) 945-1844 x7228
   dfisher@dps109.org

   Complaint Managers:
   Dr. Joanna Ford, Assistant Superintendent for Student Services
   517 Deerfield Rd
   Deerfield, IL 60015
   (847) 945-1844 x7229
   jford@dps109.org

   Dr. John Filippi, Assistant Superintendent for Finance and Operations
   517 Deerfield Rd
   Deerfield, IL 60015
   (847) 945-1844 x7215
   jfilippi@dps109.org

4. Consistent with federal and State laws and rules governing student privacy rights, the parent(s)/guardian(s) of all students involved in an alleged incident of bullying will be notified as such, along with threats, suggestions, or instances of self-harm determined to be the result or bullying, within 24 hours after the school's administration is made aware of the school's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify

a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

    a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received, and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.

    b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

    c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

    d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

    The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be

distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.

11. Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

    a. The frequency of victimization;

    b. Student, staff, and family observations of safety at a school;

    c. Identification of areas of a school where bullying occurs;

    d. The types of bullying utilized; and

    e. Bystander intervention or participation.

    The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

    1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;

    2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or

    3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

    The Superintendent or designee must post the information developed as a result of the policy reevaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including, without limitation, the following:

    a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.

    b. 2:265, Title IX Grievance Procedure. Any person may use this policy to complain about sexual discrimination in violation of Title IX of the Education Amendments of 1972.

a. 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of the Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act

c. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.

d. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.

e. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.

f. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

g. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school-sponsored activities, and in vehicles used for school-provided transportation.

h. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

7:310, Restrictions on Publications; Elementary Schools. This policy prohibits students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Discrimination, Harassment, and Retaliation Prohibited

Policy Overview

The District aims to create an educational and workplace environment free from discrimination and harassment based on race, color, or national origin. Such conduct is prohibited, in alignment with federal and state laws, as it negatively impacts the learning and working environment.

Examples of Prohibited Conduct

- **Discrimination:** Unfair treatment based on race, color, or national origin, such as harsher discipline, denial of academic opportunities, or inappropriate assignment to special education services.

- **Harassment:** Acts such as racial slurs, offensive remarks, threats, or physical violence based on race, color, or national origin.

Reporting and Investigation

- Individuals should report incidents of discrimination or harassment to the Nondiscrimination Coordinator, Complaint Manager, or any trusted employee.
- Reports are confidential, with exceptions for investigations.
- Employees are required to forward reports and may face discipline if they fail to do so.
- Unionized employees retain the right to have a representative during interviews.

External Reporting

If the District fails to address harassment, individuals may file complaints with the Illinois Department of Human Rights (IDHR) or the U.S. Department of Education's Office for Civil Rights.

Prevention and Response Program

The District will:

1. Facilitate reporting and ensure access to support during the reporting process.
2. Allow anonymous reporting (though not for disciplinary action alone).
3. Provide options for direct resolution of incidents.
4. Ensure protection from retaliation for those involved in reporting or responding to incidents.

Policy Communication

This policy will be posted on the District's website and distributed annually to staff, students, and parents/guardians through handbooks or other communication methods.

Enforcement and Disciplinary Actions

- Employees or students found guilty of prohibited conduct will face disciplinary actions, including suspension or dismissal.
- False accusations may also lead to disciplinary action.

Retaliation Prohibited

Retaliation against anyone involved in reporting or responding to discrimination or harassment is prohibited and should be reported to appropriate authorities within the District.

This policy supports an environment where all individuals are treated with dignity and respect, free from harassment and discrimination based on race, color, or national origin.

For more information, please go to our website

Sexual Harassment Prohibited (Title IX)

The School and District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination

under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

Teen Dating Violence Prohibited

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

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Nondiscrimination Coordinators:

Dr. Dale Fisher, Assistant Superintendent for Human Resources
517 Deerfield Rd
Deerfield, IL 60015
(847) 945-1844 x7228
dfisher@dps109.org

Dr. Joanna Ford, Assistant Superintendent for Student Services
517 Deerfield Rd
Deerfield, IL 60015
(847) 945-1844 x7229
jford@dps109.org

Complaint Managers:

Dr. Joanna Ford, Assistant Superintendent for Student Services
517 Deerfield Rd
Deerfield, IL 60015
(847) 945-1844 x7229
jford@dps109.org

Dr. John Filippi, Assistant Superintendent for Finance and Operations
517 Deerfield Rd
Deerfield, IL 60015
(847) 945-1844 x7215
jfilippi@dps109.org

Title IX Coordinator

Dr. Dale Fisher, Assistant Superintendent for Human Resources
517 Deerfield Rd
Deerfield, IL 60015
(847) 945-1844 x7228
dfisher@dps109.org

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

Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Field Trips

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

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

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

Back to Table of Contents

Internet, Technology & Publications

District Technology Acceptable Use Policy (AUP)
Deerfield Public Schools 109 recognizes that electronic communication may be a useful tool for communication about educational matters. The rise of new media and connectivity tools creates new opportunities for communication and collaboration; it also creates new responsibilities for all those who use District networks, devices and communication media. To assure that electronic communications are appropriate and consistent with the goals and policies of the District, the District expects its technology users to adhere to the following policy regarding electronic communication, the use of social media, and the use of technology.

Key Concepts

- Access to the District's electronic resources is intended for educational and extracurricular purposes and District business.
- Employees are prohibited from using technology to communicate with a student for personal purposes.
- This prohibition includes communicating with students through electronic mail, personal messaging programs or text messaging, and "friending" or "following" students' social media profiles for personal purposes.
- Users who use the District's electronic resources have no expectation of privacy with respect to use of the District's electronic resources.
- Users may not share passwords or allow others to access electronic resources using the user's password or profile.

Definitions

- *District business*: Any work conducted as an employee of the District, whether for educational, extra-curricular, or other administrative or operational purposes of the District. This includes communications with members of the District community. District business might relate to education, instruction, student and employee relations and discipline, extra-curricular activities, professional activities, and other District operations. "District business" does not include protected concerted union activity.
- *On District property or at related events and activities*: Use is considered to be on District property or at a related event or activity when it occurs on, or within sight of, school grounds at any time, including before, during, and after school hours; off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; and when traveling to or from school or a school activity, function, or event through District-sponsored transportation.
- *Employees*: The term "employees" refers to employees, volunteers and School Board Members of the District, unless otherwise expressly excepted. Electronic resources: The District's "electronic resources" include, but are not limited to, the District's electronic networks and information systems, such as the Internet, Wi- Fi, electronic data networks, and infrastructure for oral, visual, and written electronic communication, including electronic mail, text messaging, instant messaging, and chat programs. "Electronic resources" also include technology owned or licensed by the District and provided by the District for use by its employees, including, if offered, technology issued to employees (i.e., a "one-to-one" program), and District and District- authorized webpages and social media or websites. If a user accesses the District's electronic resources, including Internet service or Wi-Fi, with a

personal technology device, that use is also considered use of “electronic resources” that is covered by this AUP.

- *Internet publications*: Webpages that are limited to the provision of information, allowing users to view content but not to contribute to the content of the webpage.
- *Members of the District community*: Students, parents, residents, employees, contractors and volunteers of the District, and other individuals serving, served by, and/or working with or for the District.
- *Personal purposes*: Any uses other than uses for “District business,” such as accessing personal cell or smart phones, email, and social media websites such as Twitter, Facebook, and others for purposes other than District business. “Personal purposes” includes protected concerted union activity.
- *Personal technology*: All technology that is not owned or licensed by the District and used to access District resources.
- *Social media websites*: Webpages that do not simply provide information, but rather allow users to comment, exchange or share content, collaborate, and/or interact in online communities through web-based and mobile technologies. Also known as social networking websites. Examples of social media websites include Internet forums, weblogs (or “blogs”), video logs (or “vlogs”), wikis, social networks (such as Facebook, Twitter, and Instagram), podcasts, photograph and video sharing programs (such as YouTube, Instagram and Snapchat), rating websites, music-sharing websites, and crowdsourcing.
- *Technology*: Includes desktop computers, laptop computers, tablet computers, cell phones and smartphones, text messaging services, instant messaging services, and other technology, as well as any webpages or social media profiles, such as Internet forums, weblogs (or “blogs”), video logs (or “vlogs”), wikis, social networks and social media pages (such as Facebook, Twitter, and Instagram), podcasts, photograph and video sharing programs (such as YouTube and Instagram), rating websites, music-sharing websites, and crowdsourcing.
- *User*: Any individual (including but not limited to employees and students) who utilizes the District’s electronic resources.

Acceptable Use – Users may access the District’s electronic resources except where otherwise limited by the District. This includes connecting personal technology devices to the District’s electronic resources, including the Internet and Wi-Fi. Access to the District’s electronic resources is intended for educational and extracurricular purposes and District business.

Employees may use District electronic resources for incidental personal use as long as the use complies with the parameters of this AUP and any implementing administrative procedures and does not interfere with the employee’s job duties or the provision of education and services by the District. Employees shall take reasonable steps to protect the security of the District’s electronic resources. Among other things, users may not share passwords or allow others to access electronic resources using the user’s password or profile. Any employee who becomes aware of a security breach shall notify a District administrator immediately.

Users are responsible for appropriately using the District’s electronic resources. If an employee has questions about whether a particular use is acceptable, the user is expected to speak to a supervisor

before engaging in the particular use.

Unacceptable Use – Employees are expected to conform to general expectations of norms outlined in this AUP and other District policies when using the District's electronic resources. This AUP sets forth some general examples of unacceptable use, but does not attempt to set forth all prohibited uses.

The following are examples of uses of the District's electronic resources that are strictly prohibited:

- Any use at a time or in manner that is not authorized or approved, or in a manner that causes or reasonably could be foreseen to cause a substantial and material disruption to the educational environment or invasion of the rights of others;
- Knowingly or recklessly causing a security breach or disruption of service to an individual or system;
- Damaging District electronic resources or the electronic resources of others via District electronic resources, including accessing or attempting to access any content to which the user is not authorized, including "hacking";
- Misrepresenting one's identity or using another person's password, user profile, or technology or allowing another to use one's identity, password, or technology without authorization;
- Any use in a manner that violates State or federal law including using materials that are subject to intellectual property laws, such as copyright and trademark laws, without authorization;
- Any use that violates the user agreements of private video streaming services such as, but not limited to Netflix, Amazon, or Disney Plus, including the employee's personal streaming accounts;
- Any use that violates any Board policy, including policies addressing bullying, harassment, and hazing, and employee discipline policies or codes of conduct;
- Publishing or transmitting private information, including photographic, video, and audio depictions of others, without authorization;
- Any transmission, access, creation, or transmission of material that is sexually graphic or explicit, obscene, threatening, intimidating, abusive, harassing, or otherwise indecent, or that reasonably could be interpreted as promoting illegal activity, including illegal drug use;
- Uploading or downloading material, including software, without express authorization of a member of the District's technology staff;
- Accessing or participating in any games without the express authorization of a supervisor or using the District's electronic resources for more than incidental personal use; and
- Any attempt to do any of the above.

Internet Filtering, Safety, and Security Measures – The District will implement technology protection measures on each District computer with Internet access, including filtering devices to block user access to visual depictions of material that is obscene, pornographic, or otherwise harmful to minors as defined by the Children's Internet Protection Act (CIPA). The procedures implemented by the Superintendent or designee for this AUP shall allow employees to make requests, including anonymous requests, to disable the filter for bona fide research or other lawful purposes.

The District also will take steps, to the extent practical, to promote the safety and security of users of its electronic resources. The steps taken shall include efforts to prevent inappropriate network use such as: (a) unauthorized access, including "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors. The steps taken also shall include efforts to protect employee privacy, safety, and security when using electronic communications.

The District and its employees shall take steps, to the extent practical, to educate, supervise, and monitor students' uses of electronic resources as required by CIPA and other federal and state laws.

No Expectation of Privacy - Users of the District's electronic resources have no expectation of privacy with respect to use of the District's electronic resources, including access of the District's Internet or Wi-Fi using personal technology, or with respect to any material created, transmitted, accessed, or stored via District electronic resources. This includes material created, transmitted, accessed, or stored for personal use, including incidental personal use, on or through the District's electronic resources. The District reserves the right to monitor activities on District electronic resources at any time for any reason without prior notification; to access, review, copy, store, and/or delete any electronic information accessed or stored therein; and to disclose such information to others as it deems necessary and/or as required by law. Users should be aware that information may remain on the District's electronic resources even after it has been deleted by the employee. This section of this policy may only be altered through amendment of this policy, and may not be altered or diminished by the verbal or written assurances of any employee or representative of the District

Consequences of Violating AUP - The activities covered by this policy are privileges, not rights. The District reserves the right to place reasonable limits and prohibitions on such privileges. Failure to comply with this AUP and any implementing administrative procedures, handbooks, or guidelines may lead to the loss of such privileges and may lead to other consequences including discipline up to and including termination, referral for civil and/or criminal prosecution, and any other consequence authorized by law.

The District's ability to impose consequences for violations of this AUP is not limited to conduct that occurs on District property, at school related events and activities, or during school/business hours. For example, employee misconduct on technology may lead to consequences under this AUP or other District policies and procedures if the conduct materially and substantially interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of an employee; or (b) endanger the health or safety of students, employees, or school property, regardless of when or where that misconduct occurs.

Restrictions on Publications and Websites

School-Sponsored Publications and Websites

School-sponsored publications, productions, and websites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with

the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

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

Non-School-Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a publication includes, without limitation: (1) written or electronic print material, (2) audio-visual material, on any medium including electromagnetic media (e.g., images, digital files flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

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 substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to 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 Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources, as long as the material to be distributed or accessed is primarily prepared by students.

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.

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 determined by the building principal, such as before the beginning or end 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 materials 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 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.

The distribution of non-school-sponsored written material must 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 material is endorsed by the District.

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on copyright;
3. Is socially inappropriate or inappropriate due to the 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 this handbook
4. Is reasonably viewed as promoting illegal drug use; or

5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Annual Notice to Parents about Educational Technology

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 85/1), 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 Illinois 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

Use of Artificial Intelligence

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT, Gemini, and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI-generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Back to Table of Contents

Search and Seizure

Search and Seizure

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

Students Searches

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

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

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

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

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.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75:

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

Back to Table of Contents

Extracurricular and Athletic Activities

Requirements for Participation in Athletic Activities

For students in kindergarten through 8th grade, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and have the following fully executed documents on file with the building nurse before being allowed to participate in any tryouts for an athletic activity:

- A physical form: For students entering grade 6, the Certificate of Child Health Exam form required for all incoming students in Grade 6 can serve as the athletic physical. Make sure that your physician checks the interscholastic sports participation box. For students entering grades 7 and 8, the athletic physical form is the IESA Pre-participation Examination form. In any case, the physical must be less than a year old.
- A signed Interscholastic Parent Permission and Concussion Information Form.

After joining a team, coaches will give each team member an Athletic Participation Form, which includes fee information, student accident insurance information, and asks parents/guardians to provide emergency information.

Illinois High School Association

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

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor, or coach for justifiable reasons, including

1. a pre-arranged medical absence;
2. a death in the student's family; or
3. a religious ceremony or event.

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

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

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school-approved transportation. A written waiver of this rule may be issued by the teacher, sponsor, or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears

and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid

Code of Conduct

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

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

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

The student shall not:

1. Violate the school rules and School District policies on student discipline, including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance-enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, vandalism, and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or

conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

Due Process Procedures

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

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

<u>First violation</u>

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one-third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one-sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

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

Third violation

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

All students remain subject to all the School District's policies and the school's Student and Parent/Guardian Handbook.

Student Athlete 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 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.

Athletic or Team Uniforms

The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification

Attendance at School-Sponsored Dances
Only students who attend the school district may attend school-sponsored dances.

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

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

Soccer Goal Safety
The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Back to Table of Contents

Special Education

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.

If a parent/guardian suspects that his or her child is in need of identification, assessment, and placement services for a child that is or may qualify as a student with a disability, the parent/guardian should contact his or her building principal or:

Dr. Joanna Ford, Assistant Superintendent for Student Services
517 Deerfield Road
Deerfield, IL 60015
(847) 945-1844 x7229
jford@dps109.org

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/Guardians of Students with Disabilities" may be obtained from the 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.

Review a copy of ISBE's parental guide to educational rights.

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The 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. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer, changing the student's placement to an appropriate interim alternative educational setting for up to 45 days, if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with IDEA. The length of time a student with disability is placed in an alternative educational setting must be the same amount of time that a student without disability would be subject to discipline.

Exemption From Physical Education Requirement

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

1. He or she
    a. Is in grades 3-8,
    b. His or her IEP requires that special education support and services be provided during physical education time, and
    c. The parent/guardian agrees, or the IEP team makes the determination; or
2. He or she
    a. Has an IEP,
    b. Is participating in an adaptive athletic program outside of the school setting, and
    c. The parent/guardian documents the student's participation as required by the Superintendent or designee.

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

Access to Classroom for Special Education Observation or Evaluation

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/guardian or child.

For further information, please contact the building principal.

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 any time upon request.

PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

You may also contact the following District employee for assistance: Dr. Joanna Ford, Assistant Superintendent for Student Services at (jford@dps109.org)

Back to Table of Contents

Student Records & Privacy

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.

Student Privacy Protections

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

1. That is created by a person or entity other than a District official, staff member, or student,
2. Regardless of whether the student answering the questions can be identified, and
3. Regardless of the subject matter of the questions.

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

Surveys Requesting Personal Information: The District will provide notice prior to issuing a survey 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:

a. Inspect the survey or evaluation upon, and within a reasonable time of their request, and/or
b. Refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercises this option.

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

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

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

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

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

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

Complaints about Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If a parent/guardian believes that an instructional material or program violates rights guaranteed by law or Board policy, they can complete a Curriculum or Instructional Material Objection Form, which is available on the district's website. A parent or guardian may also request their child be exempt from using a particular instructional material or program by completing a Curriculum or Instructional Material Objection Form. The form is submitted to the Assistant Superintendent for Curriculum & Instruction for review.

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 buses) 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 to and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to 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 to be 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.
3. **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; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **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.
5. **The right to prohibit the release of directory information.**
   Throughout the school year, the District may release directory information regarding students, limited to:
   - Name
   - Address
   - Grade level
   - Birthdate and place
   - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
   - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
   - Academic awards, degrees, and honors
   - Information in relation to school-sponsored activities, organizations, and athletics
   - Major field of study
   - Period of attendance in school

   Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.
6. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.2** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and

telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

7. **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.**
8. **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

   The District's official records custodian is:

   Dr. Joanna Ford, Assistant Superintendent for Student Services
   517 Deerfield Road
   Deerfield, IL 60015
   (847) 945-1844 x7229
   jford@dps109.org

Student Biometric Information

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

Back to Table of Contents

Parental Right Notifications

Teacher Qualifications

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

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

If you would like to receive any of this information, please contact:

Dr. Dale Fisher, Assistant Superintendent for Human Resources
517 Deerfield Rd
Deerfield, IL 60015
(847) 945-1844 x7228
dfisher@dps109.org

Standardized Testing

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

- MAP
- IAR
- ISA
- KIDS Assessment
- DLM-AA

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

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

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:

- 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
- Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes the food bank at the West Deerfield Township Food Pantry, 601 Deerfield Road, Deerfield, IL 60015, 847-945-0614. Additional information about the District's Homeless Services can be found on our website.

Family Life & Sex Education Classes

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

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

English Learners

The District 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 of how they can:

1. be involved in the education of their children; and
2. be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students;
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 Language Learners program, contact Jason Jezuit, director of learning & instruction, at jjezuit@dps109.org.

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. In addition, the District will provide accommodations for students and

parents/guardians with disabilities at all school programs, parent/guardian conferences, and at school board meetings. The District also provides equal access to hold meetings in its facilities by the Boy Scouts of America and other designated youth groups, so long as the organization requests to hold meetings on District property pursuant to
District policy.

Asbestos Management Plan
The District will provide notice to parents/guardians, teachers, and employee organizations of inspections, response actions, and post-response action activities regarding the management of asbestos on district property. The plan is available for your review at each school and in the District Center during normal business hours.

Pesticide 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 to school grounds. To be added to the list, please contact Jen Lucas, assistant director for operations & security, at jlucas@dps109.org.

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

Mandated Reporter
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.

Unsafe School Choice Option
The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and
2. Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

Student Privacy
The District has adopted and uses several policies and procedures regarding student privacy, parental access to information, and administration of certain physical examinations to students. These policies are available on our website.

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.

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

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

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

A violation of this law is a Class 4 felony.

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Violent Offender Community Notification

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

- Illinois Sex Offender Registry, www.isp.state.il.us/sor/
- Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/
- Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

Employee Ethics Policy

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. To see our full policy, please click here.

Parent Notices Required by Every Student Succeeds Act

I. Teacher Qualifications

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

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under an emergency or another provisional status.
3. The teacher is teaching in the field of the 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 require students to take certain standardized tests. For additional information, see handbook procedure “Standardized Testing”

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 (dps109.org).

IV. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure “Unsafe School Choice Option”

V. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure “Student Privacy”

VI. English Learners

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

VII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure “Homeless Child’s Right to Education”

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

Back to Table of Contents

District 109 1:1 Learning Environment

Introduction

District 109's mission is to provide educational experiences of the highest quality that engage, inspire, and empower each student to excel and contribute in a changing world. That mission guides every step of the District's move to a 1:1 transformative learning environment, where every student has a device that allows them to collaborate with peers and teachers, and connect to a world of learning in and out of the classroom. In our District, we believe that all students can learn and achieve to their highest ability, and a 1:1 environment will support this belief. This transformative environment brings with it great opportunities for teaching and learning, requires communication between schools and families, and places responsibility on students for the responsible use and care of the device.

This provides valuable information for families and outlines the expectations of all stakeholders in a 1:1 environment: students, teachers and staff, and parents/guardians.

If you have questions about District 109's 1:1 transformative learning environment, any information in this document, or the user agreement, please contact Jason Jezuit, director for learning &instruction, at jjezuit@dps109.org.

Device Distribution & Collection

Distribution: Devices will be distributed during the first week of the school year. Students who transfer into District 109 will receive their device within their first week in attendance.

Collection: All devices will be collected at the end of the school year with all accessories originally provided. Accessories include: a power adaptor/charger (Chromebook and iPad), stylus pen (Chromebook only), case and/or bag, if provided (iPad or Chromebook).

If a student fails to turn in the device or any of the accessories, the family will be charged the full replacement cost for the device and its accessories.

Any student who leaves District 109 during the school year must turn in the school-issued device and accessories prior to the last day of attendance. Again, the family will be charged the full replacement cost for the device and its accessories if the device isn't returned.

Any stylus pen, charger, or bag/case lost, damaged, or not returned at the end of the school year will result in a replacement charge to the family.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Using the Device at School

Students are expected to bring their fully charged device to school every day and bring their device to all classes unless they are advised differently by a particular teacher. If a student does not bring the device to school or if their device loses battery power within the school day:

- The student should ask their classroom teacher to use a classroom "loaner" device.

- The student maintains responsibility for the “loaner” device that is issued to them.
- The student must return the classroom “loaner” device to the classroom teacher at the end of the school day.

Damaged/Malfunctioning/Broken Devices: If a device is not functioning correctly due to damage or malfunction, the student should immediately report the issue to their teacher. The student’s primary device will be sent out for repair, and a replacement device will be issued. The primary device will be returned to the student when the repair is complete.

Missing/Stolen Devices: If a student loses possession of their device due to it being lost or stolen, a replacement device will be issued. A charge for the device will be assessed through Family Access. In the event the device is reported as stolen, the charge may be removed after the district receives a copy of the police report.

Charging Devices: Many classrooms have limited charging capabilities. Once the battery is completely depleted, the devices take a few minutes to recharge. Therefore, all devices are expected to be brought to school fully charged.

Inappropriate Media: Inappropriate media is not permitted on school devices for any reason. This includes, but is not limited to, using it as a background, screensaver, or for storage. The possession of such media may result in disciplinary action

Sound: The sound of any device is expected to be on mute at all times unless permission is given by a teacher. It is recommended that all students have a pair of earbuds or headphones with them at school at all times to be used at the discretion of the teacher.

Printing: Chromebooks do not easily support printing. When printing is necessary, students can use library computers to print material.

Using the Device Outside of School

Students are expected to use their school-issued device on school-related assignments. They are bound by the Deerfield Public Schools Acceptable Use Policy, 1:1 User Agreement, and general behavior guidelines whenever they use their device inside or outside of school.

Care and Maintenance

General Care:

- District issued devices are not the property of the student or family and must be treated with care and respect.
- Keep food and drinks away from the device.
- Students are not permitted to “personalize” the District issued device by altering the appearance in any way. Stickers, embellishments, decals, etc., are not permitted on District issued learning devices.
- Cautiously insert and remove charge cords and earbuds from the device to prevent damage.
- Students are responsible for keeping the device’s battery charged for daily school use. Note: K/1 devices will be charged in the classroom.
- Students must honor and abide by all District 109 policies, procedures, rules, and guidelines when using any District technology.

Screen Care:

- Keep screens away from any rough or sharp objects that can scratch or crack the screen.
- Do not place heavy objects on top of the device; doing so could damage the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth only. Liquid type cleaners such as Windex should be avoided at all times.

Transporting the Device:

- iPads must remain in the school-issued case at all times.
- Chromebooks must be transported in their school-issued case at all times.
- Use extreme care not to squeeze the device while in a backpack.
- Prevent heavy items in the backpack from being placed against or on top of the devices.
- When moving around the classroom or at home with a Chromebook, the student should close the device and carry it with both hands.

Device Identification

The District will maintain a log of all devices that includes a serial number. Each device will be given a label with the student's name and school/grade level information. This label should not be removed.

Repairs/Replacement

Repairs:

- Non-district personnel should never try to repair a device on their own, as this could void the manufacturer warranty on the devices.
- Students are responsible for the well-being of the learning device(s) that are provided to them at all times. Students are not to place or leave their device under vulnerable circumstances that could result in damage. "Someone else broke my device" is not a recognized excuse to release student or family liability.
- Any damage that occurs to a District issued learning device must be reported to the student's teacher immediately. Additional directions for repair will be provided to the student.
- If the device requires a repair, a loaner device will be issued to the student.
- If the student is issued a loaner device, the device expectations are the same as their primary device.
- When a device has been repaired, the student will be contacted to pick up their repaired Chromebook and return their loaner device.
- If it is determined by school or district administration that device damage was caused by abuse or neglect of the student, families will be charged a fee to replace the damaged device or accessories/peripherals.
- Families are responsible to reimburse the District for any costs associated with replacing lost, damaged, or stolen accessories or peripherals.
- The District will not make cosmetic repairs to devices.
- DPS109 students are encouraged to use the DPS109 issued device to support their learning. Any devices issued to students remain property of DPS109. Students are not to "dress" or "decorate" their DPS109 issued device with any kinds of stickers or labels.

No Expectation of Privacy
Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network, school-issued device, or school/district-provided subscription services. Electronic communications, documents, files, and downloaded material are monitored and can be read by school officials at any time.

Content Filter
All school-issued devices, regardless of location (whether on-campus or off-site), are subject to the District's internet filtering and activity monitoring system. This system ensures compliance with the Children's Internet Protection Act (CIPA) and all applicable federal and Illinois laws. Websites blocked on campus will remain blocked off campus. If students or staff believe that an educationally appropriate resource has been improperly blocked, they should contact their teacher or a school administrator to request a review for educational access

G-Suite for Education Notice to Parents/Guardians
This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the "Core Services" (i.e., Google Docs, Google Sheets, Google Slides, Gmail, Google Classroom) offered by Google. In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to appropriate "Additional Services" (YouTube, Blogger, Maps).

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice.

Parent/Guardian Portal
Parents/guardians will be registered to a district service provider that allows them to monitor student activity on the school-issued device. This benefit fulfills two purposes - 1) to establish quality security measures that keep our students' online behavior/safety properly managed and to partner with our parent/guardian community who, in collaboration, can support our commitment to digital citizenship.

Digital Citizenship
School-issued devices should be used for educational purposes. Students are to adhere to the Acceptable Use Policy, which is outlined earlier in the handbook.

Apps, Websites & Other Tools
District 109 maintains a list of all of the iOS apps and third-party web applications that teachers and staff may use to engage, inspire and empower students in the District 1:1 environment. Resources are vetted by the Department of Teaching, Learning, and Innovation for age-appropriate educational value, as well as safety and security. Any app, subscription, or website that requires the district to provide student information will be HIPAA and COPPA compliant to maintain student privacy. Teachers may share apps specific to their classrooms with parents/guardians throughout the school year.

Back to Table of Contents

Student & Parent/Guardian Handbook Acknowledgment

I have downloaded an online copy of the District 109 Student and Parent/Guardian Handbook, or have reviewed a printed copy (available from my child's school or the District Center). I have read the handbook and understand all the rules and expectations, including rules and responsibilities related to 1:1 devices. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences of failing to follow the requirements.

I understand that the Student and Parent/Guardian Handbook and School District policies may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students, where possible, of any changes to the handbook as soon as is practicable.

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

Please confirm that you have received this handbook and reviewed it with your child(ren). By signing below, I indicate that I have read the Student and Parent/Guardian Handbook with my child. The Deerfield Public Schools District 109 has provided my child with a 1:1 technology device (iPad, Chromebook, laptop, etc.) and I certify that such device is necessary for my child to adequately participate in remote learning and/or complete internet-based homework assignments. He or she agrees to abide by all rules of District 109 and applicable laws that relate to the use of his or her 1:1 device. Parents/Guardians must complete this step for each of their children; the agreement must be completed in order for students to keep and use their 1:1 device.

_____ _____

Parent/Guardian Signature Date

_____ _____

Student Name School

If you need assistance accessing or reviewing the Student and Parent/Guardian Handbook or completing this form, please contact Rosa Castillo (rcastillo@dps109.org)

Back to Table of Contents