

**WELCOME
to
DIAMOND LAKE SCHOOL DISTRICT 76**



**Student and Parent Handbook
2016 – 2017**

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District 76 STUDENT AND PARENT HANDBOOK 2016 - 2017

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Notes

District 76 maintains a website home page that can be accessed at www.dist76.org. The home page serves as a directory to guide the viewer to information about the District. It provides links to the home pages for Fairhaven School, Diamond Lake School and West Oak Middle, as well as District 76 services and the Administration. Parent(s)/guardian(s) are invited to visit the website home page to learn about what's new in District 76.

The Board of Education welcomes visitors to its meetings. Regular Board of Education meetings are scheduled for the first and third Tuesdays of each month, except for December and January during the 2016/2017 school year. Board meetings generally begin at 7:00 p.m. unless an alternate starting time is posted.

Public comments are taken at the start of the Board Meeting. There is not necessarily a Board response to public comments during the meeting in which they are made.

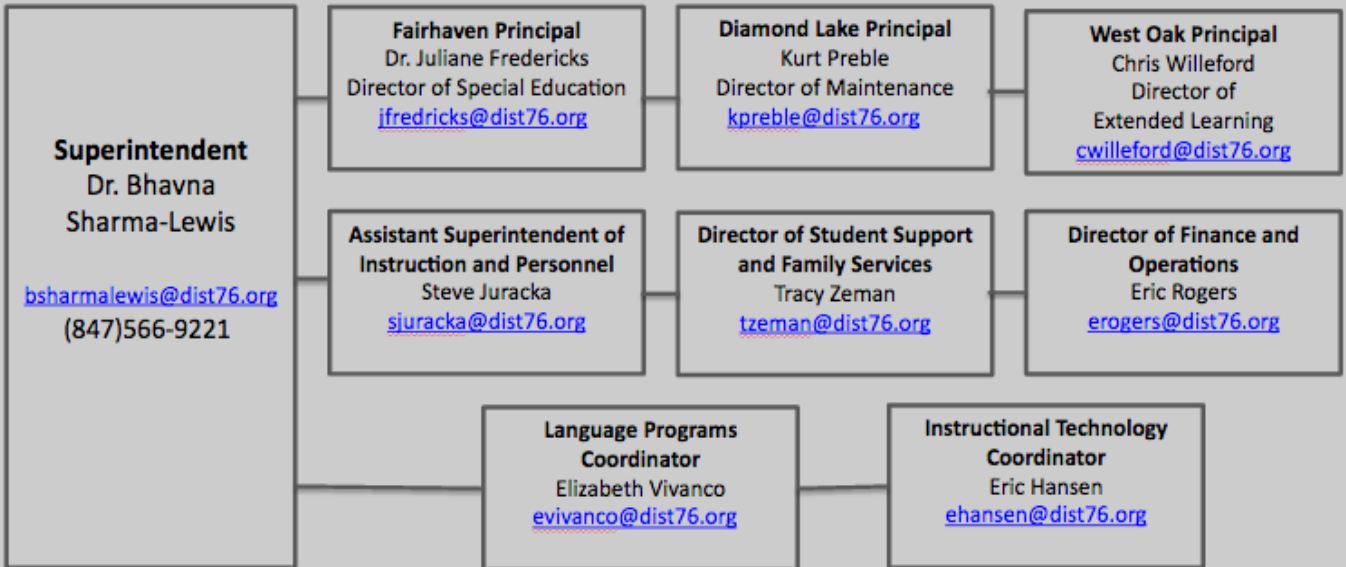
Regular Board of Education meetings follow an established agenda that includes the Call to Order, Pledge of Allegiance, Roll Call, voting on a Consent Agenda for standard business and personnel matters including approval of the Minutes from previous Board meetings, two opportunities for Visitor Comments, and receiving reports during Information items. Discussion of business may take place during Information or New Business. Action on business items may also be taken after recommendation from Board Committees or the Administration under Information, New Business or Action. Board members also identify topics that the Board may discuss at upcoming Board meetings during Future Topics.

If you would like the District 76 calendar and handbook translated into a language other than English, please contact the District 76 main office.



Board of Education

Member Brian Walker	Member Adam Plummer	Member Keith Loeffler	President Lisa Yaffe	Vice President Laura Vogt	Member Joy Hail	Member Michael Kaster
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D76 PTO

Diamond Lake School District 76 maintains a strong connection with its parent volunteer organization known as the PTO (Parent Teacher Organization).

You are encouraged to join your PTO and participate in their efforts to support the students and community.

*Joining your school's PTO is easy and participating is fun.
Look for PTO information to come home with your student.*

D76 BPAC

Diamond Lake School District 76 maintains a strong connection with its parent volunteer organizations known as the BPAC (Bilingual Parent Advisory Council).

You are encouraged to join your BPAC and participate in their efforts to support the students and community.

*Joining your school's BPAC is easy and participating is fun.
Look for BPAC information to come home with your student.*

RESIDENCY

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or 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:

- a. that he or she has assumed and exercises legal responsibility for the child,
- b. the reason the child lives with him or her for reasons other than to receive an education in the District, and
- c. 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:

- a. the role and responsibility of the person with whom their child is living, and
- b. 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 made 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 60 days 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.

Requests for Non-Resident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

Admission of Non-Resident Students Pursuant to an Agreement of Order

Non-resident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. School Board Policy 6:140, Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

Important:

The School District reserves the right to evaluate the registration forms and evidence presented. Merely presenting the items listed in this Procedure does not guarantee admission.

Warning:

If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for non-resident tuition from the date the student began attending a District school as a non-resident. A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)). A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that District without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).

Birth Certificate Requirement

Any person enrolling a child must, within 30 days, provide District 76 with a certified copy of the child's birth certificate. If the District does not receive the birth certificate within 30 days, pursuant to law, the District must report the failure to provide a birth certificate to the State Police.

ATTENDANCE

Attendance and Truancy – Board Policy 7:70, Compulsory School Attendance

This policy applies to individuals who have custody or control of a child:

- a. whose age meets the compulsory attendance age listed in State law, or
- b. who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school:

- a. any child attending a private school (including a home school) or parochial school,
- b. any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician),
- c. any child lawfully and necessarily employed,
- d. any child over 12 and under 14 years of age while in confirmation classes,
- e. any child absent because his or her religion forbids secular activity on a particular day, and
- f. any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. Parent(s)/guardian(s) must provide at least one telephone number at which parent(s)/guardian(s) may be reached by the school regarding absence notification.

A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
3. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
4. Methods for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information.

5. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.
6. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
7. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, Student Records, as well as State and federal law concerning school student records.
8. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
9. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

EMERGENCY SCHOOL CLOSING

It is imperative District 76 has current and accurate emergency phone numbers and information on file for students. A parent(s)/guardian(s) **must** advise the schools of changes in address, telephone numbers, emergency contacts, medical conditions, etc.

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

When schools are closed as a result of an emergency or the weather, closing information may be heard on the following radio and TV stations: AM RADIO WMAQ-670, WGN-720, WBBM-780, WLS-890; TV Channels 5, 9, and 32. In addition, it may be heard on the voice mail of the affected school(s). An automated calling system is in place for emergency closing. This will be initiated by 6:00 A.M. on emergency days and updated information will also be posted on our website (www.dist76.org).

EXTENDED ABSENCE PROCEDURES

A child who is absent from school for any reason other than illness exceeding 11 days, the student will be withdrawn from the District rolls. Upon return to the District, the child will be re-enrolled without additional fees.

VACATIONS

Parent(s)/guardian(s) are encouraged to schedule vacations during non-attendance days. Vacation plans should be discussed with the child's teachers and arrangements made to complete missed assignments. The school should be notified well in advance of an extended absence.

FOOD SERVICES PROGRAM

District 76 operates a breakfast program and a hot lunch program at all three schools. Students pay for meals in advance with cash/check to the school. In addition to the hot lunch program, students may bring a sack lunch and purchase milk separately.

District 76 participates in a federal program that provides free or reduced priced breakfast and lunch to students whose families meet income eligibility guidelines. The guidelines, as well as the policies governing this program, are determined annually by the government. Each year notification of these guidelines is provided with the necessary application forms during the first week of the school year. Copies of the notification will also be available upon request to any interested person. The accuracy and accountability of the information provided on these forms are the responsibility of the parent(s)/guardian(s).

2016/17 Meal and Milk Fees

- Breakfast: \$1.35 per meal (.30¢ Reduced Price Breakfast)
- Hot Lunch: \$2.75 per meal (.40¢ Reduced Price Lunch)
- Milk (1/2 pint): .30¢ per carton / \$52.20 per year

STUDENT PICTURES/INTERVIEWS FOR THE MEDIA

Pictures, student works, and/or interviews of students may be published in school publications, including the school/District website, school newspapers, school/District newsletters, or other media with the consent of a parent(s)/guardian(s). Parent(s)/Guardian(s) grant consent to publish their child's picture by signing the section of the student registration form titled "Permission for Publication of Pictures."

STUDENT FEES

Annually, the Board of Education adopts fees to be charged for the use of textbooks, consumable materials, extracurricular activities, transportation and other school fees. Students are also responsible to pay for the loss of or damage to school books, including library books, or other school-owned materials. The District shall provide written notice to parent(s)/guardian(s) of the District's school fee policy in English or the home language of the parent(s)/guardian(s) if it is needed to ensure their understanding of the policy. The notice will be provided to parent(s)/guardian(s) of all students enrolling in the school district for the first time. The notice will describe the criteria under which the District will waive school fees; the fees subject to waiver; the procedure to be used by parent(s)/guardian(s) in applying for a waiver of school fees, including the availability of forms that may be used to request a fee waiver and the documents whose use is required by the District in verifying income as permitted under the law; and the procedures in resolving disputes over fee waivers.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for fee waiver contained in School Board Policy 4:140. The payment of fees may also be waived or reduced if you qualify for the National School Lunch Program. Application for a fee waiver is at school offices. Written evidence of eligibility for waiver of the student fees must be submitted. Prompt

notification of acceptance or denial of a requested fee waiver will be sent. Any denial may be appealed in writing to the Superintendent.

The first bill or notice of each school year sent to parent(s)/guardian(s) who owe a fee will state that:

1. the District waives fees for those who are unable to afford them per School Board Policy 4:140, and
2. either the procedure for applying for a fee waiver or the name, address, and phone number of the person to contact regarding fee waivers.

Eligibility Criteria

A student shall be eligible for a fee waiver when 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. Students receiving waived registration and activity fees are not exempt from charges for lost and damaged books, locks, material, supplies, and equipment.

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

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

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include:

1. the reason for the denial,
2. the process and timelines for making an appeal, and
3. a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

Notification of any substantive changes to the fee waiver policy and/or procedures will be sent to parent(s)/guardian(s) within 30 calendar days of the adoption of the amendments.

2016/2017 STUDENT FEES

Grade		Supply Description
Early Childhood	85.00	Registration
Pre-Kindergarten	n/c	No Fees
Kindergarten	100.00	Registration
Grade 1	100.00	Registration
Grades 2-4	115.00	Registration, technology supply, educational magazine
Grade 5	118.00	Registration, technology supply, educational magazine
Grade 6	155.00	Registration, technology supply, gym suit & lock, science goggles, P.E. heart monitor strap, P.E. workbook
Grade 7	118.00	Registration, technology supply, P.E. workbook
Grade 8	130.00	Registration, technology supply, graduation gown fee

Registration Fees: Kindergarten and grade 1 = \$100.00 (\$85 general + \$15 for technology) Grades 2-8 = \$110.00 (\$85 general + \$25 for technology)
There is a cap of \$300 of registration fees per family. Supply fees vary by grade level and are not part of the \$300 family cap.

Extra Curricular Fees

Interscholastic sport fees	75.00	Clubs	30.00
Intramurals	20.00 (DL & WO)	After School Band/Choir	75.00
Summer School	120.00		

Replacement Cost for Supplies:

Gym Shorts	\$ 9.00	Science Goggles	\$5.00
Gym Shirt	\$10.00	Heart Monitor Strap	\$7.00
Gym Lock	\$ 5.00	P.E. Workbook	\$8.00
ChromeBook Bag	\$25.00		

TRANSPORTATION

The District shall provide free transportation for any student in the District who resides:

1. at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or
2. within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available.

A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard.

Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program.

Non-public school students shall be transported in accordance with State law.

Homeless students shall be transported in accordance with Section 45/1- 15 of the Education for Homeless Children Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes

new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes.

The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students.

The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving. All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver:

1. tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated
2. walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

The District has contracted with Durham Transportation to provide student transportation for the 2016/17 year.

Bus transportation is a **privilege**, not a right. Students who do not follow good habits of safety and courtesy as outlined in the bus safety procedures will jeopardize their right to ride the school bus. District 76 and Durham Transportation are committed to getting your child to school safe, on-time, and ready to learn. In order to make the students' trip as enjoyable as possible, it is important that he/she understands the school bus safety procedures. Please discuss the rules listed below with your child prior to the start of school.

- Stay in your seat.
- Keep the noise level down.
- Keep head, hands and feet inside the bus.
- Don't throw things inside the bus or out the windows.
- Keep the bus clean.
- No smoking or tobacco on the bus.
- Don't be destructive.
- Be courteous.
- Cooperate with the driver.
- Stay out of the "Danger Zone" – anywhere within 10 feet of the bus.

- Don't ever try to get anything you left on the bus after you have already gotten off. We will do our best to ensure personal property is returned.
- Don't try to pick up anything dropped underneath the bus – things can be replaced, children can't.

Always follow the driver's directions about how to cross the street. Be alert to traffic, look both ways and always walk in front of the bus.

GENERAL HEALTH INFORMATION AND PRACTICES:

The District philosophy of school health services is that healthy children learn better. Thus, the goal of school health services is the promotion of good health and healthy practices. Each school building has access to a registered nurse to provide needed medical treatment and/or services. Please contact your building office to be connected to a nurse with any specific child concerns.

Guidelines for Foods in Classrooms and School Celebrations

Please refer to each school's specific information included in the handbook.

Illness

Occasionally, an illness or injury will require that a student be sent home. Students should notify their teacher and the School Nurse if they become ill or are injured at school. Students will be sent home if they have a fever of 100° or greater, suspected conjunctivitis (pink-eye), vomiting, diarrhea, or undiagnosed rashes. Parent(s)/guardian(s) will be called first and, if they cannot be reached, the emergency contacts provided by the family will be called.

Please note: Each building needs a phone contact number that is in service at all times for their child on file in the building. Only those people on an emergency list will be allowed to take a student home.

Children may return to school if they have been free of fever, diarrhea, and infection for 24 hours and have been able to keep food down. Students who are absent from school for more than three days may be asked to submit authorization to return to school from a physician. Students who cannot participate in PE (Physical Education) classes due to illness or injury require a note from the parent(s)/guardian(s) for the first day. If the student will miss more than one day of PE class, or if there are restrictions on their participation, then a doctor's note is required.

HEAD LICE PROCEDURE

Head lice can sometimes occur among preschool, school age children and adults. This condition has nothing to do with an individual's hygiene, but rather from personal contact or the use of another person's belongings, such as combs, brushes, hats, coats or bed linens.

- When a member of the school staff suspects a child is infested with lice, the student will be sent to the school nurse to be checked.
- Parents of students found to have active lice or nits (lice eggs often present the first day on infestation) will be notified. The parent has the option to pick up the student to start treatment; students will not be sent home.

- The students in the classroom where there is a lice infestation MAY be checked at the discretion of the school nurse. Also, siblings of the student MAY be checked, even if they attend a different school.
- A letter will be sent home to all students in the class where a case of lice was found.
- Parents are encouraged to strip and wash linens in HOT water, vacuum, and disinfect furniture.

HEALTH AND SAFETY

A number of health and safety issues are taught in school including: bicycle safety, emergency procedures (bus evacuation, Village Crisis Plan drills), nutrition, and dental health. In addition to these subjects, the Illinois School Code requires that age appropriate instruction address the topics of alcohol and substance abuse, prevention of child abduction, sexual abuse, and AIDS awareness in selected courses. The District will provide instruction to all students in grades prekindergarten – 8 regarding Erin’s Law in an effort to instruct students in recognizing and avoiding sexual abuse (105 ILCS 5/27-13.2). Also, an age appropriate sex education curriculum is in place for 5th graders and at the Middle School. The District 76 programs treat these subjects in a sensitive and discreet manner. At the same time, it is District 76 policy to honor a written request from a parent(s)/guardian(s) to exclude a child from the discussion of such topics.

Instruction in Recognizing and Avoiding Sexual Abuse

Parents/guardians will receive 5 days written notice of students prekindergarten through 8th grade before commencing any class or course providing instruction in recognizing an avoiding sexual abuse in order to afford the parents/guardians an opportunity to submit a written objection to their child’s participation.

TEEN DATING VIOLENCE PROHIBITED – BOARD POLICY 7:185

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.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing intimidating, or bullying a student based on the student’s actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - b. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 8, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

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 Board goals. The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.163(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, Curriculum Content, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, Staff Development, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.
 - a. For students in grades 7 through 12, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.

- b. For all students, implementation shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness; available pursuant to Ann Marie’s Law on ISBE’s website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
 - a. Board policy 6:65, Student Social and Emotional Development, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) requiring student social and emotional development in the District’s educational program);
 - b. Board policy 6:270, Guidance and Counseling Program, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
 - c. Board policy 7:250, Student Support Services, implementing the Children’s Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - d. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE’s website pursuant to Ann Marie’s Law.
 4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, Student Support Services.
 5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, Guidance and Counseling Program, and Board policy 7:250, Student Support Services, in addition to other State and/or federal resources that address reporting procedures.
 6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District’s Suicide and Depression Awareness and Prevention Program and the Illinois Suicide Prevention Strategic Planning Committee. The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District’s Suicide Prevention and Depression Awareness Program.

Monitoring

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

Information to Staff, Parents/Guardians, and Students

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

Notice of CPR and AED Videos

Students and parents are encouraged to view the video on hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED), which are available on the Illinois State Board of Education's website at http://www.isbe.state.il.us/school_health.htm.

HEALTH/PHYSICAL EXAMS

Illinois state mandated health requirements that are established for the health and safety of all children are enforced by the District.

Health exams are required for students who are enrolled in our District:

- **Preschool, kindergarten, 6th grade**, and those who are new to the school.
- New students to the District must show evidence of receiving a physical exam and specific immunizations by October 15, 2016.
- New students who transfer from out of state or out of the country must show evidence of a physical within the last year as well as specific immunizations.
- Interscholastic sports programs: all students who wish to participate must have proof of an annual exam that is given during the year the sport is played. This includes incoming 6th graders who wish to participate in middle school sports.

The District must make publicly available on or before December 1, the immunization data that the District is required to submit to ISBE by November 15th.

All 6th graders must have a Tdap (Tetanus-Diphtheria-Pertussis/Whooping Cough) Vaccination along with the school physical form.

The Certificate of Child Health Examination form is available on our District website in both English and Spanish and in the school office.

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

Students NOT in compliance with these health requirements **will be excluded from school**. If you need assistance in locating a clinic in the area, please call your building health office. If the student is an out-of-state transfer student and does not have the required proof of immunizations by October 15, 2016, the student may only attend classes if the student provides proof that an appointment to receive the immunizations has been scheduled. If the proof of vaccination is not submitted within 30 days after the out-of-state transfer student is permitted to attend classes until proof of the vaccinations has been properly submitted.

New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations.

DENTAL/VISION AND HEARING SCREENING /EXAMS

Dental

Dental exams are required for kindergarten, 2nd, and 6th grade students. Parent(s)/ Guardian(s) must provide proof of a dental exam by May 15th of the school year. At least 60 days before May 15th, District 76 will provide notice to parent(s)/guardian(s) of kindergarten, 2nd, and 6th grade students that each student must have a dental exam and submit proof of such an examination by May 15, 2017. The dental exam must have taken place within 18 months prior to May 15th. This requirement may be waived for students who show an undue burden or a lack of access to a dentist. If a student does not present proof of a dental exam or a waiver form, the school may hold the student's report card.

Vision

All incoming kindergarteners must have a comprehensive eye exam by a licensed physician or optometrist by October 15th. The eye exam must be completed within one year prior to the first day of the school year the student enters kindergarten or school for the first time in Illinois. Waivers are available for students who show undue burden or lack of access to an optometrist or to a physician who performs eye examinations, and the Illinois Department of Public Health waiver form is available at the District office. Failure to provide proof of this exam or a waiver form by October 15th will result in the student being restricted from attending school until the health office receives proof.

The District provides annual vision screening for the following grades: Students enrolled in Pre-kindergarten, Kindergarten, 2nd, 5th and 8th, as well as all new transfer students and all special education students. This screening takes place during the school day at your child's school and is done by the District's registered nurses. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Hearing

The District provides annual hearing screenings for the following grades: Students enrolled in Pre-kindergarten, Kindergarten, 1st, 2nd, 3rd, all special education students and new transfer students. This screening takes place during the school day at your child's school and is done by the District's registered nurses.

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

Students who are deaf, hard of hearing, blind or visually impaired may be eligible for the Illinois School for the Deaf or the Illinois School for the Visually Impaired. Contact Dr. Juliane Fredericks (847-949-0991 / jfredericks@dist76.org) for more information.

Reasonable efforts will be made to notify parent(s)/guardian(s) of children who are deaf, hard of hearing, blind, or visually impaired of the existence of other local schools that provide services similar to those provided by the Illinois School for the Deaf or the Illinois School for the Visually Impaired.

Parent(s)/Guardian(s) who have concerns regarding the vision or hearing of their child may contact the building health office at any time to request a screening. Additionally, all children who are being evaluated for special education services will need to have current vision and hearing screening information completed by the health office.

Homeless Child

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A homeless child is defined in the McKinney Homeless Assistance Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation. A homeless child may attend the district school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law.

The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

Any homeless child shall be immediately admitted, even if the child or child's parent(s)/guardian(s) is unable to produce immunization and health records normally required for enrollment. Board Policy 6:140 – *Education of Homeless Children*, governs the enrollment of homeless children. The Homeless Liaison for District 76 is Ms. Tracy Zeman, Director of Student Support and Family Services, who can be reached at 847-566-9220 / tzeman@dist76.org

MEDICATION IN SCHOOL – BOARD POLICY 7:270

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

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

Parents/guardians and students will receive the administration of medication policy within 15 days of the beginning of the school year or within 15 days after starting classes for students who transfer into the District. Students shall be informed of the contents of the policy.

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

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine autoinjector to a person when they, in good faith, believe a person is having an anaphylactic reaction. This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for school epinephrine auto-injectors and a standing protocol from a physician licensed to practice medicine in all its branches, or (2) fill the District's prescription for school epinephrine auto-injectors.

Upon any administration of an undesignated epinephrine auto-injector and/or opioid antagonist, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this subsection and Section 22-30(f) of the School Code, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply. The District, schools, and its employees and agents are exempt from liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of asthma medication or an epi-pen (whether or not undesignated). Parents/guardians must sign and return an acknowledgement to the school district that they indemnify and hold harmless the District, school, and its employees and agents against any claims, except for a claim based on willful and wanton conduct arising out of the administration of asthma medication or an epi-pen (whether or not undesignated).

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

FOOD ALLERGY MANAGEMENT PROGRAM – BOARD POLICY 7:285

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

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

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

DISTRICT SPONSORED ACTIVITIES

District 76 does not sponsor or endorse any individual or outside organization operating trips, tours, or other business enterprises. Activities sponsored by the school are identified as such. Information about school-sponsored activities is printed on school or District 76 stationary. If in doubt, call your school principal.

STUDENT AND FAMILY PRIVACY RIGHTS – BOARD POLICY 7:15

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must be for the purpose of monitoring the quality of the District's educational programs or assisting students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

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(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section 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.

Survey Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent(s)/guardian(s).
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(s)/guardian(s).
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward'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.

Physical Exams or Screenings

No school official, staff member or school agent shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

Selling or Marketing Students' Personal Information Is Prohibited

No school official, staff member, or school agent shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student or parent(s)/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.

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

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parent(s)/guardian(s) of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

TECHNOLOGY POLICY AND GUIDELINES

Each parent(s)/guardian(s) and student will receive an "Authorization for Electronic Network Access Form" which must be signed and returned to the school. Failure to sign the form or follow the policy will result in the student being denied access to the Internet.

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

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

STUDENT RECORDS – BOARD POLICY 7:340

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

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

The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

Rights of Students and Parents/Guardians With Respect to Student Records

The *Illinois School Student Records Act* ("ISSRA") and the federal *Family Educational Rights and Privacy Act* ("FERPA") grant students and their parents/guardians certain rights regarding the student records maintained by District 76, including the right to inspect, copy, and challenge student records.

Permanent Records

A student's Permanent Record consists of the following:

1. Identifying information, including the student's and parent(s)/guardian(s)' names and addresses, and student's gender, and date and place of birth;
2. Academic transcript; including grades, class rank, graduation date, grade level achieved, and the unique student identifier assigned and used by the student information system;
3. Attendance record;
4. Health Records (i.e., those medical and dental documentation necessary for enrollment); and

5. Record of release of permanent record information.

Temporary Records

A student's temporary records consist of all other records maintained by the District concerning the student and by which the student may be individually identified and are not included in the permanent record. The Temporary Record must contain:

1. A record of release of information contained in the Temporary Record,
2. Scores received on the State assessment tests administered in the elementary grade levels (K-8),
3. A completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction,
4. Biometric information if it is collected,
5. Information regarding an indicated report pursuant to the *Abused and Neglected Child Reporting Act*,
6. Health-related information, and
7. Accident reports.

The Temporary Record also may include family background information, intelligence test scores, aptitude test scores, psychological and personality tests results, elementary and secondary achievement level test results participation in extracurricular activities (including any offices held in school-sponsored clubs or organizations), honors and awards received, other disciplinary information, special education records, records associated with plans developed under Section 504 of the *Rehabilitation Act of 1973*, and any verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the education of the student.

Parents/guardians will be notified of the destruction schedule of the student's records at the time of graduation, transfer, or permanent withdrawal from the District. Temporary records are maintained by District 76 for at least 5 years after the student has transferred, graduated or otherwise withdrawn from the school. Student temporary records are reviewed by the District every four years or when a student changes attendance centers. A parent/guardian has the right to copy any student record, or information contained in it, proposed to be destroyed or deleted. Permanent records are maintained by District 76 for at least sixty years after the student has transferred, graduated, or otherwise withdrawn from the school. All permanent and temporary records are housed at each of the school sites. For copies of your child's permanent and/or temporary records, please contact the District's Records Custodian, Dr. Bhavna Sharma-Lewis, Superintendent, at the District Office. The District charges \$.10 per page for copying, but no one will be denied their right to the copies of their records for inability to pay this cost. From the date of request, the District has 15 school days to make the copies available.

Right to Inspect Records

Students over the age of 18 have the right to inspect and copy their permanent records. Parents/guardians have the right to inspect and copy their child's permanent and temporary records. Such requests will be granted no later than 15 school days after the date of receipt. The Building Principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place the

records may be inspected. The District charges \$.01 per page for copying, but no one will be denied their right to the copies of their records for inability to pay this cost.

Access to Records

Access to student records will be limited to parents/guardians and other authorized persons, except that:

- Information may be released in connection with an emergency or in response to a court order, as provided in ISSRA and FERPA and their regulations.
- Information may be released in response to an ex parte court order requiring District 76 to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of, the student's parents/guardians.
- Directory Information may be released as permitted by ISSRA and FERPA and their regulations. The District may release Directory Information to the general public from time to time, including in a student yearbook or in student directories, newspapers, and other publications. The District has designated the following as Directory Information:
 - A student's name, address, gender, grade level, birth date and birthplace;
 - Parents'/guardians' names, mailing addresses, electronic mail addresses, and telephone numbers;
 - Academic awards, degrees, and honors received;
 - Information in relation to school-related activities, organizations and athletics;
 - Period of attendance in school; and
 - Photographs or video recordings of students (but not images from school security video recordings or photographs highlighting individual faces that are to be used for commercial purposes).

If a student's parent/guardian wishes to prohibit or limit the District's release of any or all of his/her child's Directory Information, the parent/guardian must inform the District in writing to the Building Principal within 10 days of the date of this notice that information concerning his/her child should not be released, or that the parent/guardian desires that some or all of this information not be designated as Directory Information. No Directory Information will be released within this time period, unless the parent(s)/guardian(s) or eligible students are specifically informed otherwise.

- A certified copy of the records of a student will be transferred by District 76's official records custodian to the official records custodian of another school district in which the student has enrolled or intends to enroll, upon request of the other school district, and within 10 days of receipt of the request.
- Access will be granted to persons authorized or required by State and Federal law, as provided in the ISSRA and FERPA regulations. In particular, access to student records without parent consent will be granted to school officials with legitimate educational and/or administrative interests. A school official is a person employed by District 76 as an administrator, supervisor, instructor, or support staff member (including health/medical staff and law enforcement unit personnel); a Board member; a person or company with whom District 76 has contracted as its agent to provide a service instead of using its own employees (e.g., attorney, auditor, medical consultant, therapist, cloud computing providers and/or providers of educational software or apps, such as Google); or a person 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 or administrative interest if the school official needs to review the student record(s) in order to fulfill his/her professional responsibilities.

- Disclosure is also permitted without consent in the following situations:
 - any person for the purpose of research, statistical reporting or planning, provided that such research, statistical reporting, or planning, is permissible under and undertaken in accordance with FEPPRA;
 - pursuant to a court order;
 - to appropriate persons if the knowledge is necessary to protect the health or safety of the student or other persons; and
 - to juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

Complaints

Parents/guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by District 76 to comply with the requirements of FERPA. Such complaints may be sent to: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Ave, S.W.; Washington, D.C. 202

STUDENT INSTRUCTION

EQUAL EDUCATIONAL OPPORTUNITIES – BOARD POLICY 7:10

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy.. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Sex Equity

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of the School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of the School Code).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

Nondiscrimination Coordinator: **Dr. Bhavna Sharma-Lewis**, 500 Acorn Lane, Mundelein, IL 60060

Equal Access – Boy Scouts/Girl Scouts

Upon request, any Boy Scout or Girl Scout group or any other designated group under federal law shall be given equal access to school facilities and shall not be denied access, opportunity, benefits or services, or be discriminated against for reasons including the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts or other designated youth group, except that the District will remain viewpoint neutral when granting access to school facilities under Board Policy 8:20, Community Use of School Facilities.

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities, including parent-teacher conferences and school board meetings, and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others. The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety. The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party. Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

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

SPECIAL SERVICES

Diamond Lake School District 76 provides a continuum of special education services available to District students. Children who reach the age of 3 are eligible for screening through our Early Childhood program. Please check the website for the screening dates.

Upon initial registration, all parents will be asked to provide consent for District 76 to access student public health benefits (e.g. Medicaid) to pay for services under IDEA. Upon request, parents will be given detailed information. Parents have the right to withdraw consent at anytime.

Each school has a process in place to continuously screen, assess and intervene on behalf of at-risk students. Please see the section in this Handbook entitled: *Response to Instruction/Intervention* for more information.

RESPONSE TO INSTRUCTION/INTERVENTION (RtII)

Response to Instruction/Intervention (RtII) is a process that involves progress monitoring and ongoing evaluation of children's responsiveness to instruction and/or evidence-based interventions as a guide for student growth/improvement. In Diamond Lake School District 76, we will be using the RtII framework to best meet the needs of all students -- those who are performing at, below, or even above grade level. Children identified as needing additional time on specific tasks for academic growth will work with intervention teachers during times of their school day that do not result in them being pulled from their classroom academic instruction.

At the middle school, support will be provided in Math and Reading/LA after a review of MAP scores and other diagnostic assessments.

Each school uses student-centered assessments, ongoing student performance data, and research-based interventions to make important educational decisions regarding students.

Parent(s)/guardian(s) will be notified if their child is struggling in one or more area of Reading or Math. Our goal is to provide effective educational support to meet the needs of ALL students through early intervention, which we hope will lead to improved student achievement.

Please call your Building Administrator or the Student Support and Family Services Director at District Office if you wish to have more information regarding RtII. Additionally, please visit the Diamond Lake School District website for more information on RtII.

EDUCATION OF CHILDREN WITH DISABILITIES – BOARD POLICY 6:120

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s *Special Education* rules, that special education services are needed.

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are

believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

Inquiries regarding the identification, assessment, and placement of children may be directed to Dr. Juliane Fredericks, Principal of Fairhaven School and Director of Special Education: phone: 847-949-0991 or email: jfredericks@dist76.org

ENGLISH LANGUAGE LEARNERS – BOARD POLICY 6:160

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners that will:

1. Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Language Learners.
2. Appropriately identify students with limited English proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and Federal requirements for the receipt of grant money for English Language Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Language Learners.
6. Annually assess the English proficiency of English Language Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Language Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Language Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's individualized education program, if applicable, and (7) information on parent/guardian rights.

Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

TITLE I PROGRAMS – BOARD POLICY 6:170

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parent(s)/guardian(s) of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parental Involvement Compact

The Superintendent or designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parental involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parent(s)/guardian(s) of students receiving services, or enrolled in programs, under Title I.

School-Level Parental Involvement Compact

Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain: (1) a process for continually involving parent(s)/guardian(s) in its development and implementation, (2) how parent(s)/guardian(s), the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parent(s)/guardian(s) build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parent(s)/guardian(s) of students receiving services, or enrolled in programs, under Title I.

STUDENT TESTING AND ASSESSMENT PROGRAM – BOARD POLICY 6:340

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program and shall provide appropriate data to the Board to allow it to monitor the program's results. The program will:

1. Administers the State assessment system, known as the *Partnership for Assessment of Readiness for College and Careers* (PARCC), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

GRADING AND PROMOTION – BOARD POLICY 6.280

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois *Partnership for Assessment of Readiness for College and Careers* (PARCC) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

STATE STANDARDS

The core curriculum in pre-kindergarten through 8th grade aligns with the Common Core State Standards, which define what all students in Illinois Public schools should know and be able to do as a result of their elementary school experience. District 76 administers the PARCC to grades 3-8 each year, measuring individual student achievement relative to the Illinois Common Core State Standards in reading (grades 3-8), math (grades 3-8) and science (grades 5 and 8).

ASSESSMENT

Classroom assessments provide teachers with feedback regarding how well students are learning relative to what is being taught at each grade level. In addition to ongoing classroom assessment, District 76 administers three other tests to report student growth and achievement, all of which are aligned to the Illinois State Common Core standards. The PARCC is administered to students in grades 3-8 once a year to test knowledge and skills of grade level common core standards. Another assessment administered to students in grade 2-8 is the Measures of Academic Progress (MAP). This common core aligned computer adaptive test accurately reflects instructional levels of each students and measures growth over time, independent of grade level or age. This test is administered three times each year – fall, winter and spring, in the areas of math and reading. District 76 also administers DIBELS benchmark assessments in early literacy, early numeracy, reading and math computation fluency at the primary and elementary school level. The comprehensive collection of assessment data provides teachers with information and insight required to improve the achievement of each individual student at every grade level.

STUDENT CONDUCT

STUDENT DISCIPLINE – BOARD POLICY 7:190

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials or 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, or selling:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

- 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. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- g. 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 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 powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 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, violating the dress code, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, 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. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*, is prohibited.

10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
12. 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.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. 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.
16. Engaging in any activity, on the school bus and 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.

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 early intervention and progressive discipline, 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.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. 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.
12. 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.

A student may be immediately transferred 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.

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

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 2 calendar years:

1. 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 5/241).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis including but not limited to, knives, brass knuckles, billy clubs; or (3) “look-alikes” of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause 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.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school

personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, or Assistant Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of 10 school days for safety reasons.

STUDENT APPEARANCE – BOARD POLICY 7:160

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent or designee. Students violating the dress code may be disciplined in accordance with the Student Discipline Policy.

VANDALISM – BOARD POLICY 7:170

The Board will seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts that cause damage to school property.

HARASSMENT OF STUDENTS PROHIBITED—BOARD POLICY 7:20

Bullying, Intimidation, and Harassment Prohibited

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

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or

2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

District 76 may request or require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if the District has reasonable cause to believe that the student’s social networking account contains evidence that the student has violated a school disciplinary rule or policy (105 ILCS 75/1).

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Dr. Bhavna Sharma-Lewis, Superintendent
 500 Acorn Lane
 Mundelein, IL 60060
 847-566-9221

Complaint Managers:

Dr. Bhavna Sharma-Lewis, Superintendent
 500 Acorn Lane
 Mundelein, IL 60060
 Telephone: 847-566-9221

Mr. Steve Juracka, Associate Superintendent
 500 Acorn Lane
 Mundelein, IL 60060
 Telephone: 847-566-9221

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

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

GANGS PROHIBITED

As described in BOARD POLICY 7:190 – STUDENT DISCIPLINE, Prohibited Student Conduct, Item 13, gang activity detracts from a safe and wholesome educational environment. Student involvement in gang related activities on school grounds or at school related events is prohibited. Prohibited activities include but are not limited to: flashing hand signs, wearing gang clothing, displaying gang symbols, insignia, paraphernalia, recruitment, and intimidation. Items of clothing, accessories, and jewelry that are representative of gang affiliation change over time. The school administration will determine particular items that are prohibited. Students who solicit other students to become members of a gang shall be subject to suspension. Repeated offenses of gang activity on school grounds or at school related events may result in expulsion by the Board of Education and police intervention. For more information, please refer to the individual school’s handbook.

PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT – BOARD POLICY 7:180

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 is an important District goal.

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

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

means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes *cyber-bullying* 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.

Cyber-bullying 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. *Cyber-bullying* 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*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

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

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

Bullying Prevention and Response Plan

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

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This

may include a process for commending or acknowledging students for demonstrating appropriate behavior.

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 District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

Dr. Bhavna Sharma-Lewis, Superintendent

500 Acorn Lane
Mundelein, IL 60060

Telephone: 847-566-9221
bsharmalewis@dist76.org

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
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 the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - 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 report of the 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 and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the 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 act 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.

The Superintendent or designee shall use interventions to address bullying, which 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.

6. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
7. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
9. The Superintendent or designee shall post this policy and the result of the bullying policy evaluation on the District's Internet website, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
10. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. 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. The Superintendent or designee must post the information developed as a result of the policy evaluation 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.

11. 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. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 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.
 - d. 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.
 - e. 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).

- f. 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.
 - g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides 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.
12. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

DUE PROCESS PROCEDURES FOR STUDENTS

Students will be provided with Due Process rights in all cases. Due Process procedures provide that a student be notified of the charges, receive an explanation of the charges against him/her, and be given the opportunity to present his/her side. In cases of suspensions lasting more than five days or expulsion, students will be given the right to request a hearing where they may cross-examine and present witnesses on their behalf. Parent(s)/ guardian(s) also have the right to appeal suspensions or expulsions to the Board of Education (See Board Policy 7:200).

SEARCH AND SEIZURE – BOARD POLICY 7:140

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 and Equipment as well as Personal Effects Left There by Students

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

The 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

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

When feasible, the search should be conducted as follows:

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

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.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

State law requires the District to notify students and their parents/guardians that school officials may require a student to cooperate in an investigation when there is specific information about activity on the student’s social medial account that violates the school disciplinary rule or policy. A student may be required to share the content that is reported in order to make a factual determination. .

Please refer to individual school guidelines for Behavior Intervention Policies and Procedures (including rules for use of isolated time out and physical restraints)

VISITOR CONDUCT

VISITORS TO AND CONDUCT ON SCHOOL PROPERTY – BOARD POLICY 8:30

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a 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 District property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of an alcoholic beverage or illegal drug.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education;
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 10 miles per hour, or (c) in violation of an authorized District employee's directive;
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee ; or

15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Pursuant to the sex offender community notification law, information on how to find registered sex offenders residing in the District 76 boundaries can be found at <http://www.nsopw.gov/>.

Enforcement

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

Diamond Lake School District Crisis Plan

In the unfortunate event that an emergency or crisis situation occurs in our area during the school day, we want you to know that Diamond Lake School District 76 is prepared. With the help of local and county Police and Fire departments, we have designed a Standardized School Crisis Plan that will assist us in effectively responding to these types of situations.

While your natural instincts as a parent in an emergency is to go to your child(ren)'s school to safeguard him/her, please understand that doing so may significantly impede our response capabilities as well as those of our local emergency responders. It is vital that school officials and the Police and Fire Departments have access to our buildings to manage the situation and give care to students. In addition, it may be necessary to evacuate students to other locations if there is immediate danger.

In an emergency or crisis situation, we need your cooperation and assistance and ask that you please follow the guidelines for your child(ren)'s school listed below:

<p style="text-align: center;"><u>FAIRHAVEN PRIMARY SCHOOL</u></p> <p>Parent Emergency Guidelines:</p> <p>If students are evacuated/relocated call: Mundelein Police Dept. 847-968-4600</p> <p>The designated Reunification Site is Santa Maria del Popolo School, 116 N. Lake Street, Mundelein</p> <p>Bring a picture ID with you. Students will only be released to legal guardians and/or emergency contacts.</p>
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<p style="text-align: center;"><u>DIAMOND LAKE ELEMENTARY SCHOOL</u></p> <p>Parent Emergency Guidelines:</p> <p>If students are evacuated / relocated call: Lake County Sheriff 847-549-5200</p> <p>The designated Reunification Site is the Mundelein Traffic Branch Court, Hwys. 83/60 and Diamond Lake Road, Mundelein</p> <p>Bring a picture ID with you. Students will only be released to legal guardians and/or emergency contacts.</p>

<p style="text-align: center;"><u>WEST OAK MIDDLE SCHOOL</u></p> <p>Parent Emergency Guidelines:</p> <p>If students are evacuated / relocated call: Lake County Sheriff 847-549-5200</p> <p>The designated Reunification Site is the Mundelein Traffic Branch Court, Hwys 83/60 and Diamond Lake Road, Mundelein</p> <p>Bring a picture ID with you. Students will only be released to legal guardians and/or emergency contacts.</p>
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We thank you for your cooperation in this matter. Our ultimate goal is to keep your children safe while they are under our care.



FAIRHAVEN SCHOOL SPECIFIC

ARRIVAL / DISMISSAL FROM SCHOOL

Arrival

- The student day begins at **8:45 a.m.** and ends at **3:09 p.m.**
- A student **may not** arrive prior to 8:30 a.m. If a child arrives earlier, **it will be necessary for a parent to remain with that child, as we do not have supervision until that time.**
- Students arriving late are required to stop in the school office and be signed in by an adult. Parents may not walk their children down to the classroom.
- An adult must sign out students leaving early for an appointment. Parents may not walk down to the classroom to pick up the student. This is a safety measure for the protection of our students.

Dismissal

- We encourage **all** children to **ride the bus.**
- All students are dismissed at 3:09 p.m. Parents who are picking up their student must do so by 3:10 p.m. as we do not have supervision after that time.
- **No student** will be allowed to leave with a parent or guardian early unless first signed out in the office. This is for the **safety of the children.**
- Only a parent may pick up students **unless others are indicated on the emergency portion** of the registration sheet or a note has been sent to school indicating the name of the person picking up the child. A phone call **will not** substitute for a written note.
- Children often become confused concerning whether they will be picked up from school or not, therefore without a written note, your child **will be sent home on the bus.**
- Please do not feel offended if we ask to see your driver's license or a form of identification. We are only trying to ensure the safety of your children.
- Dismissal time can be very confusing if children are picked up at school. Please allow your child to ride the bus home unless an emergency occurs.
- **Your child may only ride his/her assigned bus!**

ATTENDANCE / STUDENT ABSENCES

The policy regarding school attendance is clearly defined by the Illinois School Code. The responsibility for attendance belongs to both the student and parents/guardians. Parents/guardians are required to call school whenever their child will not be in attendance by 9:00 a.m. on the date of the absence. This permits the office staff to complete a check on attendance. Parents of a child absent without notice will be contacted. This is a security measure taken for the safety of all of our children. Excused absences include illness and family emergency. Students who are sick should **remain at home.** If a child has vomited within twenty-four hours of the start of school, your student should stay at home. Also if your child has had a fever within twenty-four hours of the start of school your child should stay at home!

If your child is absent or late to school, please do the following:

- Call Fairhaven Office at 847-949-0991
- Leave the student's name

- Leave the teacher's name
- Reason for absence or tardiness
- When a child is home ill for 1-2 days, we feel he/she should not be burdened with homework. A parent may request homework at the beginning of the third day if a child is ill, no later than 9:00 a.m.

Family trips/vacations are discouraged and should **not** be planned when school is in session. Learning involves interactions between teacher and student and student to students, and **cannot** be duplicated by getting the paper work. Homework will not be supplied for extended family vacations.

BIRTHDAYS

Students are invited to bring their favorite book to read to the class, or have their teacher read to the class. If students do not have a book at home, they can visit the school library to check it out for their birthday. Sending treats to celebrate birthdays is discouraged. If treats are sent to school, please make arrangements with the classroom teachers prior to the child's birthday. Only small, individually wrapped items such as fruit snacks or individually packaged crackers will be allowed. If you have questions regarding birthdays, please contact your child's teacher or the principal. Birthday invitations may not be distributed at school.

POSITIVE BEHAVIORAL SUPPORT AND EDUCATION

Our "Positive, Behavioral, Interventions, and Supports" or "PBIS" is based on an attitude, belief, and framework that will create a positive learning environment for all students, parents, faculty, and administrators. This vision will include all that we say and do at Fairhaven School. We believe that collaboration, cooperation, and communication will ensure the success of all.

We are driven by the vision to make the PBIS Program a way of life at Fairhaven. All faculty, students, parents, and administrators work together to formulate and carry out our plan for a comprehensive, coordinated, school-wide approach to incorporating the PBIS values into the natural day-to-day experiences at Fairhaven.

HEALTH SERVICES

Fairhaven School has the services of a School Nurse who oversees the school health program. Her primary responsibility is to care for ill or injured students. The school nurse also maintains all health records of the students and notifies parents when they are not in compliance. The school nurse also conducts a vision and hearing screening each year. Parents/guardians of students in need of further examination by a doctor will be notified.

ILLNESS

You should keep your child home when these symptoms are present:

1. Fever within 24 hours of the time that your child comes to school.
2. Nausea or vomiting
3. Skin rash or sores
4. Reddened, swollen, or watery eyes
5. Diarrhea

6. Excessive coughing or sneezing
7. Sore throat
8. Earache

Keep your child home for 24 hours after an elevated temperature has returned to normal. Parents are asked to keep their child home for 24 hours after vomiting and also after a lice treatment. Parents/guardians will be informed by letter if/when exposure to a contagious illness is known. Parents/guardians can help curtail the possibilities of epidemics by daily inspection of their own children. Because of the contagious nature of many illnesses, please consider your child's physical complaints **before** leaving for school. If your child should become sick at school, **you will be contacted and expected to arrange for your child to be picked up within a reasonable amount of time.**

MEDICATION

The administration of medication to children is the responsibility of the parent/guardian, not the school. If a child's medical condition requires that medication be administered at school the following guidelines will be followed:

- Documented permission from the parent/guardian must be on file in the nurse's office to allow the child to receive medication during school hours. This permission must be renewed with each new prescription.
- A written order from the physician detailing the medication, dosage, and time interval to be given must be on file in the nurse's office.
- All medication must be furnished in a container, properly labeled by a pharmacy or a physician. Such medication will be kept in the nurse's office.
- It will be necessary for the parent/guardian to confer personally with the school nurse before the administration of any medicine in the school.
- Please do not give your child any medicines (including cough drops, nose drops, aspirin, etc.) to keep and take at school. This is for the safety of your child and other students.
- When it is not possible for the school nurse to be present, authorized personnel will administer medication only after receiving instructions from the school nurse.
- District 76 reserves the right to reject any request for the administration of medicine in the school.

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

The state of Illinois requires all children entering pre-kindergarten, kindergarten, or first grade (whichever is the child's first year in school), and sixth grade children to have a physical examination and required immunizations verified by a licensed physician. This examination must be given within the last twelve months. Any student not in compliance with these state requirements will be excluded from classes in the fall.

ALLERGIES

Please notify the school of any allergy that your child may have!

LOST AND FOUND

All articles of clothing found will be kept in the lost and found area. Personal items such as purses, watches, jewelry, glasses, etc. will be kept in the office. If not claimed in a reasonable amount of time, these items will be disposed of or donated to charity. Students and parents/guardians are encouraged to check the lost and found and building office for missing possessions. Once you retrieve an item from the lost and found, please wash it before having your child wear it again.

LUNCH PROGRAM

Hot Lunch

Fairhaven School offers a hot lunch on a daily basis. Students have the option of purchasing a hot lunch or bringing cold lunch. A monthly menu of lunches will be sent home to your child. Please review the menu with your child and send a cold lunch on days when the menu does not appeal to your child.

- Hot lunch tickets may be purchased in advance in packages of 10.
- They can be used at any time.
- **All money should be sent in at the beginning of the month or week in an envelope, which is sealed and has the child's name and teacher's name on the outside.**
- **Checks are preferred to cash!**

Cold Lunch

- Send appropriate amounts of food in a non-waste container.
- Send foods children can open, close, eat etc. on their own.
- Send healthy foods your child will eat. Remember, if sending "sweet" snacks that may be all that your child chooses to eat.

Lunchroom Expectations

- Students will follow directions of the lunchroom supervisors at all times.
- Students will sit at their table while eating.
- Students may talk quietly.
- Students will not throw food.
- Students will use good manners while eating.
- Students will clean their area after eating.
- Students will keep all food in the cafeteria.

BUSSING INFORMATION

Diamond Lake school District provides buses for all enrolled students. Should your child decide to walk to school, it will be the parent's responsibility to escort the child safely to and from Fairhaven School. Please be aware that crossing guards are not available at the school.

For child safety and protection on the bus, we ask that all children follow these guidelines:

- Students will only ride on their assigned bus.
- Students will be courteous to fellow students and to the bus driver.
- Students will remain seated while the bus is in motion.
- Students will keep their hands and feet to themselves.

- Students will speak in a conversational tone of voice- shouting or the use of profanity is not tolerated
- Windows may only be lowered at the discretion of the bus driver.
- All personal belongings must be kept in the bus.
- Students will keep hands, feet, and all other body parts inside the bus.
- Eating/drinking or gum chewing is not allowed on the bus.
- Students will take all possessions when leaving the bus.
- Vandalism on the bus will result in immediate suspension of bus privileges.

Be on time at the designated school bus stop. Wait until the bus comes to a complete stop before attempting to board. Misconduct can cause the driver to be distracted and jeopardize the safety of the students on the bus.

If a student is in serious or repeated violation(s) of any stated or implied rules, the student will be suspended from bus privileges. In such a case, it will be the responsibility of the parent/guardian to transport the student to and from school. The school reserves the right to change a student's bus assignment or assign seats at any time. Failure to behave appropriately on the bus could result in a Bus Discipline Notice being filed by the driver. Should a notice be received the following procedure is followed:

- First Notice – Discussion with the principal, note sent home.
- Second Notice – Discussion with the principal, note sent home, phone call home.
- Third Notice – Discussion with the principal, note sent home, phone call home, one day suspension of bus privileges
- Any further notices – Discussion with principal, note sent home, phone call home, increased number of days of bus suspension.
- **If a student will not ride the bus home one day, a note must be brought in to state this change. We cannot accept the word of the student as they often become confused concerning this information! This is for the safety of your child. Please send a note!**

BUILDING / STUDENT SAFETY

Student safety is of the utmost concern at Fairhaven School. As such, a number of steps are taken to insure your child's safety.

- Following the opening bell all entrances to the building are locked. This should prevent anyone from entering the building without passing through the lobby offices.
- All visitors are required to ring the buzzer and stop at the office to sign in. You may be asked to identify yourself and your reason for coming.
- During outdoor recess two-way radios are used.
- A comprehensive safety emergency program is in place and staff members are trained on an annual basis.

SAFETY DRILLS

Students and staff participate in fire, tornado, bus and emergency safety drills. These drills are held in order to make sure that all students and staff know exactly what to do in case of any emergency.

PLAYGROUND

Students are expected to demonstrate positive, cooperative, respectful and safe playground behavior.

Due to safety reasons the following are not allowed:

- Wooden or aluminum bats
- Solid or hard balls of any type
- Skateboards
- Roller blades, roller skates
- Other types of equipment or games that in the supervisor's judgment could cause a potential injury.

RECESS

- It is school policy to have outdoor recess during lunchtime and supervised playtime whenever possible
- Children **MUST** be dressed appropriately for the weather, including, mittens, hats, and boots in winter.
- It is assumed that any child attending school is well enough to participate in all activities, including recess. A Dr.'s note will be required to keep a student in from recess.
- Indoor recess will be held when it is raining or under conditions so determined by the school administration.

PARENT INVOLVEMENT OPPORTUNITIES

Many opportunities are available for parents to become active participants in their child's education. The Parent Teacher Organization organizes all parent volunteers at the beginning of the year.

Every classroom at Fairhaven School will be looking for room parents, volunteers to work in the classrooms on a regular basis, volunteers to complete work at home, chaperones for trips or parents with special talents. Please join **PTO** and become an active member of your child's school.

GENERAL INFORMATION

Dress

Children are expected to be neat, clean, and dressed appropriately for school.

Personal Toys

Children should be discouraged from bringing personal toys to school because there are many opportunities for these toys to break or be lost. It is difficult for staff to track down a toy if it is missing.

Telephone Usage

Students will use the office telephone in an emergency. Forgotten shoes, homework, or library books, are not considered emergencies.

Withdrawals

Please inform the school in advance of the withdrawal of your student. Books and library books must be returned. If you are due a partial refund of book rental, the office handles the request.

Money

Children should not be carrying money during the school day. Any money sent for school purposes should be sent in a sealed, labeled envelope and should be given to the teacher upon arrival at school. Most lost or stolen money is very difficult to recover.

Curriculum Night

Curriculum Night takes place at the beginning of the school year. This is an evening for parents or guardians only. Please arrange for childcare at your home. On this evening the teachers will make a presentation in their classroom regarding curriculum, homework, discipline procedures and other issues of specific concern to parents. **Please do your best to attend.**

Parent Teacher Conferences

Parent Teacher Conferences are held twice a year. **It is extremely important that you attend!** Parent Teacher Conferences provide the perfect opportunity to find out how your child is doing. This is a time for parents and guardians only.



Diamond Lake School Specific Information

BIRTHDAYS

Students are invited to bring their favorite book to read to the class, or have their teacher read to the class. If students do not have a book at home, they can visit the school library to check it out for their birthday. Please **DO NOT** send treats.

If you have questions regarding birthdays, please contact your child's teacher or the principal.

LIBRARY

Children have the opportunity to check out books from the school's central library. Books may be checked out for one week. Children are held responsible for lost or damaged books. Our library bound books are of a sturdier construction and are more expensive than ordinary bookstore editions. Books may also be checked out before school in the library.

LOCKERS

Lockers are used by the students for the storage of coats, hats, etc. Please encourage your child to bring home the items not needed at school. Locks are not permitted at Diamond Lake School. Ownership of the lockers is maintained by the school and subject to the right of the school administration to have access at any given time.

LOST BELONGINGS

The lost and found is located on the ramp next to the lunchroom. We make every attempt to return lost items to their owners, but when a connection cannot be made, items will be placed in the lost and found bin. Please make sure to label your child's items, including lunches with their names for easier return. At the end of the year, all unclaimed items are donated.

LEAVING SCHOOL GROUNDS

Children are not permitted to leave the school grounds during the day unless called for by the parents, or someone designated by them. In such cases, the person picking up the child must sign him/her out in the office register.

ACADEMIC PROGRAM

Our academic program combines a thorough development of the basic skills with activities designed to challenge each child intellectually. Instruction is differentiated in all academic areas in order for our students to reach their full potential. Our goal is to meet the academic needs of all of our students.

ATTENDANCE/MAKE-UP WORK

Regular attendance is an essential part of the educational program for each child at Diamond Lake School. The only expectable excuse for absence from school is illness or family emergency. Parents are required by law to see that their children attend school.

Sick children should remain at home to speed their recovery and to protect their classmates and school staff from illness. Please do not send your child to school with a note requesting that they stay in from recess. The general rule is that if they are well enough to attend school, they should be well enough to attend recess and other special events. **When your child is absent you are required to call the school (847-566-6601) before 9:00AM** to tell us your child will not be in school. If you do not call, Diamond Lake School will call you.

We will not accept requests for schoolwork until the student has been absent for more than 2 days. Please request the work when you call to inform the school your child will be absent by 9:00AM. We are unable to honor requests after this time. The work will be brought to the office for pick-up at 3:00PM. Requests for make-up work need not be made for a one or two day absence. This work can be done once your child returns to school.

Family trips are considered unexcused absences during days when school is in session. Good learning is best achieved in the classroom environment. Teachers will not provide assignments in advance.

GRADES

2nd grade academic achievement:

E	Exceeds
M	Meets
D	Developing
N	Needs Improvement

3rd and 4th grade academic achievement:

A	Excellent
B	Above Average
C	Satisfactory
D	Needs Improvement
F	Unsatisfactory

REPORTING TO PARENTS

Report cards are sent home three times per year. Parent conference days are set for twice a year. You will be informed when to make appointments for conferences as the dates approach. Teachers are available daily before and after school for consultation concerning your child. Please give the teachers 24 hours to respond to a message.

2016 GRADE REPORTING DATES

January 22, 2016 - 2nd Quarter Report Cards

April 1, 2016 - 3rd Quarter Report Cards

Final Day of School - 4th Quarter Report Cards

HOMEWORK

Homework for students is designed to serve one or more of the following purposes:

- To help the student develop good study habits.
- To place responsibility for learning upon the student.
- To provide practice when the student does not have mastery of a specific skill.
- To help students learn to budget study time both in and out of school.

Daily homework will be given at the discretion of the child's teacher and will be based on the needs of the child. If you have questions or concerns about homework assigned, please contact your child's teacher.

AFTER SCHOOL ACTIVITIES

Diamond Lake School is proud to offer a variety of afterschool activities for our students. These activities run at different times throughout the school year. Activities may include: intramurals, Wee Deliver, yearbook, homework club, newspaper, gardening, and choir. The sponsors of these activities send home information about signing up, dates, and times. A late bus is offered for those participating in an after school activity.

LATE BUS

Diamond Lake School runs a late bus at 3:45PM for after school activities. Two busses are used to travel the entire district, therefore, it may take longer for your child to arrive home than on the regular bus.

PHYSICAL EDUCATION

Physical Education is a required class and students will be excused only by written request. If the student is to be excused for longer than two days, it must be by physician's written order.

The Physical Education Department is concerned at all times with student safety. Age appropriate activities are selected so students are participating within the limits of skill, age, and grade-level. Rules and procedures to promote safety will be taught and reinforced across the program. The physical education program provides experiences through which the students learn to obey class rules and make wise judgements and decisions regarding their own safety as well as the safety of the other students. Likewise, students must learn to recognize their own limitations and adjust their behavior accordingly. Students are expected to dress in a way that is appropriate to the activity being taught. Safety is an important aspect in the implementation of the physical education program. We do not consider platform gym shoes safe for PE participation. Black-soled gym shoes are also discouraged. **CLEAN TIE OR VELCRO GYM SHOES ARE REQUIRED FOR P.E. NO SLIP ON/BACKLESS SHOES.** Students are encouraged to keep a pair of gym shoes at school so that they are always prepared for activities.

PLAYGROUND

Children need clothing appropriate for the weather because they will be expected to go out for recess daily unless it is raining or severely cold. Snow pants, boots, hats, and gloves are required for snow play. A temperature of 60°F or below requires coats. To go outside for recess, the temperature must be at least 15 degrees, with the windchill factor. Indoor recess will be held when it is raining or under conditions so determined by the school administration.

SAFETY AND DISASTER DRILLS

Fire and disaster drills are held from time to time in the building so that the children develop an automatic response to alarm signals in accordance with school code. All schools conduct the following safety drills over the span of the school year: three fire (one supervised by fire department), two tornado, one lockdown, and one bus evacuation.

SNACKS

Students may bring in one snack each day. We ask that students be sent with only healthy items for snack time.

- The health and well-being of children can significantly affect achievement in the classroom. An appropriate diet can improve problem-solving skills, test scores, and school attendance rates.
- Children who are hungry, sick, troubled, or depressed cannot function well in the classroom, no matter how good the teacher.
- It's important for children to learn healthy lifestyle choices early, to build healthier minds and bodies; and they need to practice the skills to make healthy choices.
- Physically active students are more alert and concentrate better in the classroom; physical activity can also reduce anxiety and stress, and increase self-esteem.
- Providing breakfast at home or through the school's program every day will help your child achieve in school.

Here are some suggestions of healthy food and beverages for school

Fruit

Vegetables

NO NUTS

Note: **Please DO NOT send food items that contain peanuts and/or tree nuts.** There are students allergic to these items!

WITHDRAWALS

Please inform the school in advance of the withdrawal of your student. Books, library books, and technology devices must be returned. If a partial refund of book rental is due to you, the request is handled by the business office.

MEASURES OF DISCIPLINE: (In Accordance with SB100) See also provisions on discipline from general handbook

Detentions

- Assigned by the administration or staff.

- Reasons for detentions to be assigned include but are not limited to:
 - three tardies and repeated tardies to school or class
 - gum chewing
 - inappropriate behavior
- Detentions will be served with a staff member or designated team member.
- Detentions may be served before school, during lunch, or after school.
- Same day detentions can be served if parents are contacted in advance.
- Detention forms are to be returned with a parent or guardian's signature on or before the date of the detention to the issuing staff member (failure to do so could result in additional detentions or suspensions).
- **Detentions will not be arranged around after-school activities.**
- Students may participate in after school activities when the detention has been served, if it is possible.

In/Out of School Suspension (In Accordance with SB100)

- Assigned by the administration.
- Reasons for in/out-of-school suspension include but are not limited to:
 - Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct.
 - Possession, use, distribution, purchase, sale or found to be under the influence of illicit drugs and/or alcoholic beverages including look-a-likes.
 - Threatening comments or actions to students, staff, or any adult.
 - Injury or threat of injury to any school district employee, official, or student.
 - Destruction and/or defacement of any school property.
 - Possession, use or distributions of a dangerous weapon including look-a-likes.
 - Other such conduct that poses a danger to persons or property or disrupts the educational process.
- The student is not allowed on the school grounds while serving an out of school suspension and may not attend activities during the day(s) or evening(s).
- Parents will be notified in writing.



West Oak School Specific Information

I. ACADEMIC AND EXPLORATORY COURSES

A. GRADE REPORTING

At West Oak there will be a grade report given for the benefit of students and parents. It is our hope that in doing so the progress of the upper grade level student can be better followed. This year there will be three 5th-8th grade report cards sent home throughout the school year to provide a more comprehensive reporting system.

Academic Classes:

Language Arts
Social Studies
Science
Math

Exploratory Classes:

P.E. 5/6/7/8
Music 5/6/7/8
Art 5/6/7/8
Spanish 6/7/8
Digital Media Arts 5/6/7/8
Band / Choir 5/6/7/8

*Exploratory classes will be conducted in a trimester (twelve week) timeframe. Students will rotate among art, music, and digital media arts. Reading and math intervention support may be in lieu of an exploratory class.

Grading System:

The grading system will be as followed:

A	91-100
A-	90
B+	89
B	81-88
B-	80
C+	79
C	71-78
C-	70
D+	69
D	61-68
D-	60-
F	59 and below

B. HONOR ROLL QUALIFICATIONS:

Honor roll status is determined by Academic and Spirit Quality performance each trimester.

HONOR ROLL

QUALIFICATIONS

A	All grades of "A" and all SQ marks average of 3.5 or higher
A/B	All grades of "A" or "B" and all SQ marks average of 3.0 or higher
B SQ marks averaging	All grades with no more than one "C", averaging to a "B" and 3.0 or higher
"Self-Directed Learner Award	All SDL marks of 4
"Respectful Citizen Award	All RC marks of 4

No "D"s or "F"s are allowed on any Honor Roll. All grades for each quarter count toward eligibility for the Honor Roll.

C. ASSIGNMENTS AND LEARNING TASKS

Classroom work is defined as any assigned learning activity carried on inside or outside of school. Engagement in learning beyond the school hours and campus is a necessary part of each pupil's educational program. In order to achieve success, students need to spend some time working outside the school environment and/or school day. In addition to scheduled class instruction. Learning assignments and tasks link school and the home and requires the support of parents. Parents should know the importance of providing encouragement, monitoring, and giving their children feedback towards success.

D. NATIONAL JUNIOR HONOR SOCIETY

The purpose of National Junior Honor Society shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to develop character, and to encourage citizenship in students at West Oak Middle School. NJHS is more than an honor roll. Membership in NJHS is an honor and responsibility. It is one of the highest honors that can be awarded to a middle school student. Only students who meet the highest standards of citizenship, service, leadership, scholarship, and character are given the honor of admission. Membership is an honor bestowed by a five member faculty council appointed by the principal and is based upon the applicant's demonstrated commitment to each of the above categories.

West Oak Middle School follows the selection process established by the national organization and adheres to their guidelines and recommended procedures. Once selected, members have the responsibility to continue to demonstrate these qualities. Candidates eligible for selection to this chapter must be in the fourth quarter of sixth grade, or members of seventh or eighth grade. Selection of candidates eligible shall have minimum grades of A's or B's and will have earned at least the A/B honor roll status. Upon meeting the grade level, enrollment, and grade standards, candidates shall then be considered based on their service, leadership, citizenship, and character. A membership induction ceremony is conducted yearly.

Regular meetings will be held at least once a month during the school year. The president may call special meetings. This chapter shall include the offices of President, Vice-President, Secretary, and

Treasurer. The chapter will be involved in at least one group service project during the school year. Each member shall have the responsibility for choosing and participating in an individual service project(s) that reflect his/her particular talents and interests.

II. ATTENDANCE

A. PHILOSOPHY

The philosophy of West Oak Middle School's program is built on the premise that regular attendance is vital to a student's success in school. Seeing that a student maintains regular attendance is a cooperative effort by the student, parent(s), and school personnel. The student who is frequently absent misses social interaction, class instruction, and discussion, even though written work is made up.

Every effort needs to be made to contact the school office each day your child is going to be absent. Failure to do so causes office staff enormous time. The school is required by law to find out where children are when not in attendance. Parents who do not notify the school of their child's absence will have five days to contact the school office. If notification is not made, the student will need to make up lost time outside the school day. Students are expected to be present and punctual for all classes throughout the school year. If your child is going to be absent from school, please call the school office at 566-9220 before 7:30 A.M. to inform the cause of absence. This applies also to extended vacations during the school year.

B. RULES and EXPECTATIONS

- Students arriving late to school must check in the office before going to class. If students do not report to the office, the school is unaware of that student's presence and an unnecessary and sometimes frightening telephone call is made to parents.
- Parents must sign in students who arrive late to school. For every three (3) unexcused tardies, the student will serve a 4:00 pm detention assigned by the administration.
- Tardies due to a medical appointment or severe weather conditions will be excused. **A medical note from the doctor for all appointments is necessary for an excused absence/tardy.**
- All students must have their parents or another designated adult sign them out in the office before they can leave the building early.
- By law, students who have excused absences for religious reasons must be counted absent on our official records; however, this type of absence will not affect their recognition for awards.
- Students who are absent from school for any part of the school day due to illness will not be permitted to participate in extra-curricular activities scheduled after school, such as dances, athletics, and performances. Other absences, which arise due to appointments or other circumstances, will be evaluated on an individual basis by the administration. Students must attend a minimum of 1/2 a school day to be eligible to participate in extra-curricular activities. Per State Code, a half-day is missing two or more academic classes.
- Unexcused absences will be investigated and students will need to make up lost time by serving an Alternative Educational Setting or outside the school day.
- Students may not leave school grounds during school hours without permission from the school office except for the following reasons:
 - If a signed, dated note from home requests permission. (approved by the office)

- For emergencies as determined by school administration.
- When a student is unexcused from school and returns without a note, a letter is given to the student and a copy is sent home. Parents who do not notify the school on the day of their child's absence will have five days to contact the school office. If no contact is made, the student will need to make up time outside of the school day.

C. HOMEWORK FOR ABSENTEES

In order that we may best provide service, parents are asked to adhere to the following guidelines:

- On the first day of a student's absence, homework will not be sent home. If it is necessary to have the assignments, students may call a classmate to obtain homework.
- A REQUEST for homework can be made on the second day of absence if it appears the student's absence will be prolonged.
- Please call in homework requests when reporting an absence by 7:30 A.M. Homework requested in the morning may be picked up in the West Oak office between 2:30 and 3:00 P.M. (847-566-9220).

D. TRUANCY

Truancy is defined as "absence without valid cause for a school day or portion thereof". "Valid cause" is defined as "illness, death in the immediate family, family emergency, and situations beyond the control of the student as determined by the school board, or circumstances which cause reasonable concern to the parent for the safety and health of the student. "Chronic or habitual truant" shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 10% or more of the previous 180 regular attendance days. (Illinois School Code)

When a student becomes truant, even on the first day, school personnel will initiate action to bring the student back into regular attendance. The school will offer supportive services, alternative programs, and outside resources in an effort to correct the student's truant behavior. West Oak Middle School considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Excessive absenteeism includes excessive tardiness.

III. STUDENT CONDUCT AND PROCEDURES

PBIS: POSITIVE BEHAVIOR INTERVENTION SUPPORTS

DIAMOND LAKE COMMITMENTS:

- Be Respectful
- Be Responsible
- Be Safe

SPIRIT QUALITIES

A RESPECTFUL CITIZEN...

- is honest and fair
- resolves conflicts peacefully
- demonstrates respect for self and others
- respects school property and the property of others
- contributes to a safe and positive school environment
- demonstrates responsibility toward the school, community and country
- maintains positive relationships with peers, staff, family, and community

A SELF-DIRECTED LEARNER...

- is consistently prepared
- organizes time, tasks and materials
- sets, achieves and re-evaluates goals
- perseveres through difficult and challenging tasks
- works collaboratively with others to achieve goals
- acts responsibly by meeting requirements of assigned tasks
- is cooperative in sharing time and talents in the classroom and school
- invests time and effort in producing neat, organized and high quality work

Suggested Teacher Disciplinary Procedures:

- Warning
- Individual conference with student.
- Phone call to parents/Possible detention.
- Detention/Phone call to parents.
- Team Conference with student – if concern is ongoing and time permits.
- Office – Indicate prior intervention strategies attempted on the referral form.
- Behavior Management Plan created with team, student, and parent.

A. MEASURES OF DISCIPLINE: (In Accordance with SB100) See also discipline procedures in general handbook

Detentions

- Assigned by the administration or staff.
- Reasons for detentions to be assigned include but are not limited to:
 - three tardies and repeated tardies to school or class
 - gum chewing
 - inappropriate behavior
- Detentions will be served with a staff member or designated team member.
- Detentions may be served before school, during lunch, or after school.
- Same day detentions can be served if parents are contacted in advance.
- Detention forms are to be returned with a parent or guardian's signature on or before the date of the detention to the issuing staff member (failure to do so could result in additional detentions or suspensions).
- **Detentions will not be arranged around after-school activities.**
- Students may participate in after school activities when the detention has been served, if it is

possible.

In/Out of School Suspension (In Accordance with SB100)

- Assigned by the administration.
- Reasons for in/out-of-school suspension include but are not limited to:
 - Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct.
 - Possession, use, distribution, purchase, sale or found to be under the influence of illicit drugs and/or alcoholic beverages including look-a-likes.
 - Threatening comments or actions to students, staff, or any adult.
 - Injury or threat of injury to any school district employee, official, or student.
 - Destruction and/or defacement of any school property.
 - Possession, use or distributions of a dangerous weapon including look-a-likes.
 - Other such conduct that poses a danger to persons or property or disrupts the educational process.
- The student is not allowed on the school grounds while serving an out of school suspension and may not attend activities during the day(s) or evening(s).
- Parents will be notified in writing.

Alternative Discipline Measures

At the discretion of the administration, the following may be implemented in lieu of or in addition to an alternative education setting:

- 2:30-4:00 PM Detention (Tuesday & Thursday)
- A parent/legal guardian attending classes with their child at West Oak Middle School minimum of one school day.
- Saturday School – 8:00 to 12:00 AM
- Parent/Legal Guardian may be required to attend classes with the student

Lake County Alternative School

Students will be considered for an alternative school placement when strategies described in this handbook have not corrected inappropriate behaviors. Students may be considered for the following reasons:

- Excessive inappropriate behavior
- Continued inappropriate behavior
- A possible accommodation for an expelled student
- Violation of the school gang contract

Expulsion (In Accordance with SB100)

- Made by the Board of Education and takes place after the parents have been requested to appear at a meeting of the Board to discuss their child's behavior, per the School Code of Illinois.
- Reasons for expulsion include but are not limited to:
 - Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct.

- Possession, use, distribution, purchase, sale or found to be under the influence of illicit drugs and/or alcoholic beverages including look a likes.
- Injury or threat of injury to any school district employee, official, or student.
- Destruction and/or defacement of any school property.
- Possession, use or distributions of a dangerous weapon including look a likes.
- Other such conduct that poses a danger to persons or property or disrupts the educational process.
- Period of Time
 - Not less than eleven (11) days
 - May not exceed the equivalent of one (1) year

B. ALCOHOL AND DRUGS

The possession or use of alcoholic beverages, illegal drugs, controlled substances, or look a likes in school or on school property is unsafe and in direct violation of the law and the policies of the Board of Education of District #76. Students in violation of current policies and laws governing possession of illegal substances may be immediately removed from school. Possession of a controlled substance may result in consequences which include but are not limited to an out of school suspension with a referral to an outside social service agency, (the cost of which will be the responsibility of the parent/guardian and not be borne by School District 76), notification of legal authorities, and/or a possible hearing with the School Board.

C. CARE OF SCHOOL PROPERTY

Students can best show their appreciation by taking care of the building, equipment and grounds so they can be passed on to future students in good condition. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and could possibly face further disciplinary action. Except in cases of unavoidable accidents, students are liable for all damage they may do to school property. Students are expected to respect the rights of property owners in the vicinity of the school. Students should use those facilities specifically provided for them for recreational purposes. Students will be penalized by loss of privileges, reimbursement or physical labor for any damage done to school property as authorized by the school code for the State of Illinois.

D. CHANGE OF INFORMATION

To keep school records up to date, report any change of address or telephone number to the office as soon as possible. This includes changes in work numbers or emergency numbers. This information is used to contact someone when emergency situations arise such as illness, injury, etc. It should be updated regularly for your child's safety.

E. COATS AND LUNCHES TO CLASS

At no time are students allowed to bring coats or lunches to class. Coats & lunches are to remain in lockers until the end of the period preceding their use.

F. DRESS

These dress rules are designed to maintain an orderly and productive educational program by ensuring neatness and cleanliness of the students. Clothing or lack of clothing should not disrupt the educational

process of the school. Dress that interferes with the instructional process will not be permitted.

Dress Guidelines: Include but not limited to:

- Dress should be clean and neat for the protection of the health and safety of all individuals.
- Clothing should cover all undergarments.
- Midriffs (boys/girls) are not to be exposed.
- Necklines that are too low will not be permitted.
- Shirts must overlap pants so that no skin shows.
- Hats/hoods are not to be worn in school.
- Any item of clothing or jewelry containing the insignia of a gang or otherwise commonly associated with a gang or secret society will not be allowed.
- Strapless garments are prohibited.
- Shoulder straps of permitted garments must be wide enough to cover undergarment straps.
- Articles of clothing with suggestive or inappropriate patches, sew-ons, or writing will not be allowed. This includes but is not limited to: tobacco products, alcoholic products, lewd or suggestive slogans, inferred or implied violence, or weapons.

Students who are not in compliance with dress rules will be required to wear their PE uniform or an alternative piece of clothing for the remainder of the day or until appropriate dress from home can be brought to school.

G. FIRE, DISASTER/EVACUATION DRILLS AND SAFETY CODES

All classroom locations have posted exit plans for use in fire drills and tornado (or other disaster) situations. Practice drills are held during the year to familiarize students with these procedures, exits, or alternate locations. West Oak Middle School has an emergency plan to deal with crises and will cooperate fully with community civil defense procedures. In the event of the need to evacuate the building, an alternate site is available and plans will be in place to release students safely to parents.

SAFETY CODES/DRILLS

If a crisis situation arises involving a lockdown or evacuation from the building, the following codes will be used:

Lockdown Drill: This means to STOP and STAY in the classroom. Teachers will check the hallways for any students not directly supervised and bring them into the classroom. These students will remain with the teacher until an “all clear” signal is given.

Hold Drill: This means to STOP and STAY in the classroom. Teachers will wait for further instruction.

Evacuation: This means to GO/EXIT/EVACUATE. Specific instructions will be given as to which classes should move. In the event of a localized fire or hostage/intruder situation, the danger site may be announced or communicated. Drills may be practiced during the school year.

H. GANGS

Student involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia, on school grounds while school is in session or at school related events is strictly prohibited and will not be tolerated. Any student who violates these guidelines may be subject to possible suspension or expulsion, and notification to law enforcement authorities in accordance with the district’s

student discipline policy. **Students may be referred to attend a mandatory gang outreach program for a minimum of seven sessions.**

I. LOST ARTICLES

The office will try to maintain a lost and found for those articles misplaced by students. **DO NOT BRING VALUABLES TO SCHOOL.** If for any reason, it is necessary to bring an amount of money or any other valuable item to school with you, check it in at the office in the morning and pick it up in the afternoon when you leave. **WE CANNOT BE RESPONSIBLE FOR LOST CELLULAR DEVICES, MONEY, WATCHES, JEWELRY, AND OTHER ARTICLES OF VALUE.**

J. LUNCHROOM

Students are expected to conduct themselves in the cafeteria in an appropriate manner reinforcing the Diamond Commitments of Being Respectful, Being Responsible, and Being Safe. Students who behave in an inappropriate manner will be excluded from the cafeteria.

The cafeteria rules of behavior are as follows:

- All students are to obey the supervisors' instructions without challenge or contradiction.
- Teachers and aides will be given proper courtesy and respect at all times.
- Trays are to be returned to the proper place. Trash is to be placed in the proper receptacles.
- Every student is responsible to keep his or her area clean of food and papers before being dismissed.
- All food and drink must be consumed in the cafeteria and any cafeteria items, such as straws and utensils must be left in the cafeteria. **Students are not allowed to bring any food or drink out of the cafeteria.**
- Students must obtain the permission of the duty teacher to use the phone, washroom, or to leave the cafeteria for any reason.
- The thirty-minute lunch period will include both the time necessary to eat lunch and participate in recess. **(Weather permitting)**

K. PHYSICAL AGGRESSION

At West Oak Middle School it is our mission to provide a safe environment for all students. However, if students are being harassed or verbally threatened in any way, they should immediately notify the closest supervisor. Students who are involved in a physical altercation, or play fighting directly or indirectly, will be assigned consequences in accordance to their involvement. Consequences include but are not limited to an alternative education setting, out-of-school suspension, and notification to law enforcement authorities.

If a student becomes aware of any potentially dangerous and/or illegal situation regarding weapons, drugs, alcohol, fights, property damage, theft, etc. he/she needs to immediately report it to the office or nearest adult. **If a fight occurs, all participants, including bystanders who provoke and encourage such behavior may be subject to suspension or expulsion.**

L. TARDIES TO CLASS

Being prompt to class falls under the Be Responsible Diamond Commitment and the Self-Directed Spirit

Quality. Students should plan their time to eliminate this situation. Students who are tardy to class may be required to serve a detention assigned by the classroom teacher for every three tardies per class.

M. TRANSPORTATION

Rules for riding the School Bus:

The Board of Education and/or the Superintendent of Schools have the authority to suspend the transportation riding privileges of students who are disorderly and insubordinate. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely (13:23). Safe transportation to and from school is the primary goal of transportation. **The following school rules take effect when a student boards the bus:**

- The bus driver is the sole authority on the bus. The driver is entitled to courtesy.
- All students must obey the directions of the bus driver for the safety of all concerned. No one is to distract or disobey the driver. Loud noises or boisterous behavior on the bus is not permitted. Horseplay and unruly behavior will not be tolerated.
- Eating and drinking on the bus are strictly forbidden.
- All bus students are expected to sit properly in their **assigned seats**.
- All students are forbidden to tamper with or use the emergency exit, unless instructed by the bus driver.
- Riding the school bus is considered a part of the normal school day and all rules and expectations will apply.
- Expecting or accepting rides from friends is PROHIBITED. Riding with unauthorized drivers invites unnecessary risk. This applies to both coming to and leaving school.
- Any student who must cross Route 60/83 in order to go home must take the bus.
- The above-mentioned rules and regulations will apply to any trip under school sponsorship.
- Students staying for after school activities, which are being picked up by a parent, must arrange for their ride to be here before the late bus leaves. **Any student not picked up by that time will be required to ride the late bus.**
- **No students shall ride a bus other than the regularly assigned bus without permission from the office.**
- **A written note from parent is needed. A verbal request is NOT permitted.**
- **All students who ride a bus will have an assigned seat.**

N. PUBLIC DISPLAYS OF AFFECTION

Students are to refrain from exhibiting public displays of affection during school hours, on campus, or attending school related events.

O. VOLUNTEERING

Parents who wish to volunteer in our schools are always welcome. All families, as part of the learning community, have a beneficial impact on the education of West Oak Middle School Students. While the involvement of family members during the school day is vital to the school's success, equally important is student safety and removal of any person or conduct that disrupts, or reasonably could disrupt school operations. Prior to volunteering, all staff and service providers used by West Oak Middle School must submit to a criminal background check through the Illinois State Police. All volunteers are asked to give permission for criminal background checks. All

volunteers who will be helping students in the school or anywhere in the learning community will need to complete the application for criminal background check. The purpose of the check is to maintain student safety.

The application is available through the district website www.dist76.org as well as on the last page of this handbook. All applications will follow the screening process. Contact the school principal if you have questions.

IV. EXTRA-CURRICULAR ACTIVITIES

ELIGIBILITY FOR PARTICIPATION

The following applies to all students participating in an **extra-curricular activity**.

- Grades and Spirit Qualities will be monitored at a 3, 6, 9, and 12 week benchmark for all subject areas. Students who are earning two D's or one F will be ineligible for one-week minimum. Students receiving a one in Spirit Qualities will also be ineligible for a minimum time of one week. During this time of ineligibility, **students are not allowed to participate in any activity**. Ineligible students will not be allowed to participate in home games or attend away games.
- If, after two weeks, the grade has not improved, the student will be removed from the activity / team.
- Detentions will not be arranged around extra-curricular activities. Students may participate, when the detention has been served, if it is possible.
- The same guidelines of the detention policy apply to all who participate in a sport or after school activity.
- Students who are serving an AES or out-of-school suspension will not be allowed to participate in any home or away game the day it is served. After two suspensions, (in or out-of-school), it is a possibility that participation in extra-curricular activities may not be permitted until the quarter is over.
- Use of drugs, alcohol, or tobacco products will result in suspension or dismissal from a sport or activity.
- **Students must be under adult supervision from 2:30-3:15. Once students leave school grounds, they will not be allowed to participate in any after school activity without administrative permission.**

V. INTERSCHOLASTIC ATHLETICS

CODE OF BEHAVIOR

Interscholastic sports offer a unique opportunity for students to experience their competitive nature. Interscholastic sports offer students a sense of belonging by fostering teamwork, cooperation, and dedication. Involvement in interscholastic is a great way to develop skills against capable competition. An athlete at West Oak Middle School must possess certain standards. Among these are self-directedness and respectful citizenship. With these qualities, the athlete can develop a good rapport with peers, teachers, administrators, and community members.

When an athlete fails to live up to the standards set forth, proper disciplinary action will be taken.

PHYSICAL EXAMS

All students desiring to participate in any of the interscholastic athletic programs offered are required to have a physical examination **before try-outs**. **No exceptions**. (Participation in the intramural program does not require a physical exam.) Fifth and sixth grade students may only participate in non-cut sports including track, cross-country, & wrestling.

ATHLETIC EVENTS

At all athletic and after school events sponsored by the school, students are expected to behave in the same manner as during the school day. Disciplinary guidelines are in effect at special functions as they are during the school day. Students who create unnecessary problems will be sent home at the discretion of the individual supervisors. Further disciplinary action may be taken.

The rules and guidelines for attending athletic events (i.e., basketball, volleyball) for spectators are as follows:

- Spectators are expected to demonstrate courtesy, respect, and good sportsmanship at all times. While it is encouraged that spectators support the home team, we do not expect visiting teams to be treated differently.
- **Food or drink is not allowed in the gymnasium.**
- Supervisors of the games have the authority and responsibility to remove any spectator from the gym who is behaving in an improper manner. If this does happen, the student will be subject to suspension from other athletic events at the discretion of the administration.
- Students who are ineligible due to inappropriate behavior may not attend home athletic events as a participant or as a spectator.
- **Students must be under adult supervision from 2:30-3:15 p.m. Students, who leave school grounds, will not be allowed to participate in any after school activity without permission from the office or administration.**

VI. GENERAL INFORMATION

A. BICYCLES

All bicycles will be parked in the bike racks in an orderly manner. The school cannot assume any responsibility for the safety and protection of your bicycle. Your bike is a means of transportation to get you to and from school. For safety reasons, students who need to cross Route 60/83 are not to ride their bikes to school. Students are not allowed to ride their bicycles on school property. Students are to walk their bikes when on school premises. **STUDENTS ARE ENCOURAGED TO WEAR HELMETS WHEN RIDING THEIR BIKES TO SCHOOL.**

B. DISTRIBUTION OF PARTY INVITATIONS, BIRTHDAY TREATS, SPECIAL TREATS, ETC

Out of courtesy to others, please do not send out-of-school party invitations and treats for special occasions such as birthdays for distribution at school. Children who do not receive invitations/treats naturally feel unwelcome and hurt. Eliminating treats cupcakes and/or cookies is supporting healthy eating and the District's Wellness Policy.

C. HEALTH SERVICES AND MEDICATION

First Aid is given to students in the event of injury or illness at school. It is extremely important that the school has current home and emergency phone numbers, and the parent's place of employment in the event a child needs to be sent home. Under no circumstances will a student be sent home unless a parent, guardian, or another responsible adult is at home to care for the child. If a person is listed as an emergency contact with the school, please make sure the contact is aware the school may call in case of injury or illness at school when the parent cannot be reached.

We firmly believe a child cannot perform to his / her best abilities when ill. Please do not send your child to school if he/she is not feeling well in the morning or has been ill during the night. If your child is ill and not attending school, please notify the school BEFORE 7:30 A.M. at 847-566-9220. The students of Diamond Lake School District #76 are screened for vision and hearing every year. These screenings detect **some** vision and hearing problems. However, they are **not** a substitute for an examination by a licensed healthcare professional.

MEDICATION NEEDED TO BE GIVEN DURING SCHOOL HOURS (In Accordance with School Board Policy 7:720)

Diamond Lake School District 76 requires that all students who need medication given during school hours **must** do the following:

- Present to the office a dated, written doctor's order for **ALL** medication and a dated, written consent form signed by the parent or legal guardian specifying:
 - **NAME OF MEDICATION** to be given
 - **TIME** it is to be given, and
 - **DOSAGE** to be given
- Medication must be in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by the doctor. Over-the-counter medication must be brought in the manufacture container, labeled with student's name.
- Parents must bring in and take home **ALL** medications.
- Students **should not** be carrying any over-the-counter medication or have it in their lockers at any time.

Attn: Parents

* The health and well being of children can significantly affect achievement in the classroom. An appropriate diet can improve problem-solving skills, test scores, and school attendance rates.

* It's important for children to learn healthy lifestyle choices early-to build healthier minds and bodies; and they need to practice the skills to make healthy choices.

* Physically active students are more alert and concentrate better in the classroom; physical activity can also reduce anxiety and stress and increase self-esteem.

*Serving breakfast on "test" days is a good move. But, learning is important every day; it builds on previous knowledge and is the foundation for future learning.

Here are some suggestions of healthy food and beverages for school:

Raw vegetable sticks/slices with low fat dressing

Fresh fruit wedges-cantaloupe, honeydew, watermelon, etc.

Fruit salad or sliced fruit-nectarines, peaches, apples, kiwi, etc
Cereal and low fat milk, 100% fruit juice or vegetable juice
Frozen fruit pops with fruit juice or fruit as first ingredient
Dried fruits- raisins, cranberries, apples, apricots
Single serving applesauce or canned fruit in juice
Party mix (variety of cereals, pretzels and popcorn)
Pretzels and reduced fat crackers
Baked chips and salsa or low fat dip
Low fat muffins, mini bagels with low fat of whipped cream cheese
Pasta salad, bread sticks with marinara
Fat-free or low fat yogurt & fruit parfaits, fat-free or low fat pudding cups
Fat-free or low-fat string cheese, cheese cubes or single serving cottage cheese

**Note: Please DO NOT send food items that contain peanuts and/or tree nuts.
There are students allergic to these items!**

D. LOCKERS

All students will be assigned hall lockers with a **built in lock**. 6-8 grade students will be assigned gym lockers and are required to have a school issued combination lock to secure their belongings. All articles left in the lockers are done so at the student's own risk. If an item is lost, we will make an effort to locate the missing article. We strongly urge students not to bring money or expensive items to school. Lockers should be kept clean. Lockers are the property of the school and periodically locker clean-ups and inspections will take place. There is to be no writing on the interior walls or any part of the door surface. Placement of stickers or tape of any kind on lockers is strictly prohibited. Magnets are the recommended means of affixing items to the lockers.

A student's assigned locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies and materials, lunches, and outdoor garments. Students have no expectation of privacy in their locker or the contents stored therein. If school officials have a reasonable suspicion the student has placed illegal or dangerous materials or substances in the locker, school officials may search the locker, with or without the student's knowledge or consent. Any problem with the lockers should be reported to the main office. At the end of each school year, every locker must be completely empty. Each summer all lockers will be cleaned and inspected. Students will be charged for any damage -- both inside and outside -- to their locker. **IT IS THE STUDENT'S RESPONSIBILITY TO KEEP LOCKERS LOCKED AND SECURED AT ALL TIMES AND TO KEEP LOCKER COMBINATIONS CONFIDENTIAL.**

E. PHYSICAL EDUCATION

All students will take physical education. The school will recognize a parent's request for a child being excused from physical education for a reasonable period of time (2 - 3 days). Any period of time longer will require a note from a doctor stating the reason for the student not taking part in physical education activities. In order to reinstate the student in class, a doctor's release must be submitted to the nurse.

Students will change for physical education daily in grades 6-8 and will wear clean gym suits in gym class. Students will be expected to have their gym suits at school for their gym classes. Loaner PE uniforms will be provided for students who do not have their uniform for the day's lesson. In order for students to participate in after-school activities including performances and athletics, they must participate in the daily PE class. Students must have appropriate athletic shoes (no platform or open-heeled shoes) in order to participate. If a student has a medical release to not participate in physical education, students will not be allowed to participate in **any** athletic event. Students must also obtain a signed doctor's release with a return date to any physical activity. **NO GUM IS ALLOWED IN THE GYMNASIUMS.**

F. RECREATIONAL AREAS

The following areas are strictly off limits to students:

- South side of the building
- Parking lots
- On or across Acorn Lane
- The railroad tracks
- Any unmowed field/corn field
- Any areas designated by the teacher/supervisor

G. SKATEBOARDS

There will be absolutely no skateboards, roller blades, or heeies allowed on West Oak premises, either inside or outside the building. Any such items brought to school will be taken and given back at the end of the day on the first offense. Any time after that, parents will need to pick up the items in the office. Please leave such items at home.

H. SOLICITATION OF TEACHERS and/or STUDENTS

Students are not permitted to sell items to teachers and students or to pass out materials without Principal approval.

I. TEXTBOOK DAMAGE CHARGES

It is the responsibility of students to care for the books issued to them by West Oak Middle School. Teachers will maintain a record of any damage previously done to books. The following is a list of prices for damaged books at the end of the year. **Lost book prices are subject to change based on current replacement costs.**

DAMAGED BOOKS:

Ripped pages	\$1.00 to \$3.00
Water damage	\$1.00 to \$5.00
Writing in book	\$.50 to \$3.50
Glue damage	\$2.00 to \$3.00
Broken binding	One half of new book price
No cover / cover damage	Total new book price

APPROXIMATE BOOK PRICES:

<u>GRADE</u>	<u>SUBJECT</u>	<u>NEW BOOK PRICE</u>
6,7, & 8	Science	\$63.00
6,7 & 8	Social Studies	\$80.00
7	Constitution	\$11.00
6,7 & 8	Health	\$54.00
5,6 & 7	Math	\$52.00
6,7 & 8	Pre-Algebra	\$55.00
7,8	Algebra 1	\$56.00
8	Algebra 2	\$77.00
8	Algebra 2.5 / Geometry	\$82.00
6	Reading	\$45.00
5,6,7 & 8	Literature	\$51.00
6,7 & 8	Spanish	\$55.00
5,6,7 & 8	Perm abound Novels	\$10.00

J. VISITORS

Parents of our students are always welcome to visit the school at any time. Student visitors are not allowed. **Visitors must check in at the main office and obtain a visitor's pass.** It is necessary that we know who is in the building at all times.

K. CELL PHONES, MP3's, PORTABLE STEREOS, ELECTRONIC DEVICES

During the academic school day students will be expected to leave portable electronic devices in their lockers in the off position. Cellular, radio, and/or other portable electronic devices found in a student's possession during the school day will be subject to disciplinary actions. Exceptions can be made by student learning plans or building principal. Any device used during the school day that disrupts the educational environment or violates the rights of others, it will be turned in to the office.

L. AUTHORIZATION FOR TECHNOLOGY ACCESS

The use of technology at West Oak is a privilege, not a right. Students are responsible for using the computers, scanners, printers, video equipment and other technology only for activities pertinent to schoolwork. Inappropriate use will result in cancellation of this privilege.

The following are not permitted:

- Accessing, displaying, or sending offensive materials, whether written or graphic
- Accessing, displaying, or sending information inflammatory or derogatory toward any race, religion, culture, or ethnic group
- Misusing, abusing, tampering with or vandalizing computer hardware or software
- Tampering with or damaging computer networks, systems, or security measures
- Tampering with or copying school-owned software; loading personal software onto school-owned computers
- Using others' passwords
- Using resources for non-school related activities without the permission of a West Oak staff member
- Employing the network for commercial purposes

- Intentionally wasting limited resources, such as time, computer memory, or excessive printing
- Using obscene language, indecent photographs, sexting, etc.
- Harassing, insulting, or attacking others

M. AUTHORIZATION FOR INTERNET ACCESS

The use of West Oak’s Internet is a privilege, not a right. **Students will be responsible for using the Internet only for activities pertinent to schoolwork.** Inappropriate use may result in cancellation of this privilege.

The following are not permitted:

- Using the Internet without the permission of a West Oak staff member
- Accessing your personal email account/or your personal website including social media without the permission of a West Oak staff member
- Accessing, displaying, or sending offensive materials, whether written or graphic
- Accessing, displaying or sending inflammatory or derogatory information toward any race, religion, culture/ethnic group
- Using obscene language, symbols, pictures, etc.
- Harassing, insulting or attacking others
- Posting personal contact information about yourself or other people, including name, address, email address, telephone number, etc.
- Violating copyright laws
- Using the passwords of other students and/or staff
- Using resources for non-school related activities without the permission of a West Oak staff member
- Unauthorized downloading of software

Consequences of Improper or Prohibited Use of Technology and / or District Means of Access to the Internet

- Students and their parents shall be solely responsible for any unauthorized charges or fees resulting from a student’s access to the Internet.
- Improper or prohibited use of district computers or district means of access to the Internet may result in discipline up to and including expulsion. Criminal conduct may be referred to law enforcement authorities.

West Oak Middle School

Key Dates

2016-2017

Trimester 1: August 24 - November 18

Curriculum Night: September 22

Progress Reports: October 7

Parent Teacher Conferences: November 21

Report Cards: December 2

Trimester 2: November 28 - March 3

Progress Reports: January 20

Report Cards: March 10

Trimester 3: March 6 - June 9 (2)

Parent Teacher Conferences: March 24

Progress Reports: April 21

Graduation: June 1 Tentative

Report Cards: June 2

Institute Days:

August 22 & 23

October 11

November 22

Winter Break: December 22 - January 3

Spring Break: March 27 - 31

April 17 (Records Day/Institute)