

# WELCOME TO DIAMOND LAKE SCHOOL DISTRICT 76



## Student and Parent Handbook **2022-2023**

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## **WELCOME AND INTRODUCTIONS**

District 76 maintains a website home page that can be accessed at [www.dist76.org](http://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 Diamond Lake School, West Oak Intermediate 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 July, September, December, and January during the 2021/22 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.

This handbook contains summaries of Board Policies that govern the District. The Board of Education policy manual is available to the public at the District Office and on the District's website at <https://www.dist76.org/BoardofEducation.aspx>.

This Handbook may be amended during the school year without notice. To access the calendar and Handbook in a language other than English, please contact the District 76 main office.

# Board of Education

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West Oak Middle School  
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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 residence of the person

who has legal custody of the student. A person asserting legal custody over a student, who is not the student's natural or adoptive parent, shall complete a signed statement, stating:

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

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

1. the role and responsibility of the person with whom their student is living, and
2. that the person with whom the student is living has full control over the student 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 student 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 the 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 or 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 Students**

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

## **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 Illinois 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 student must, within 30 days, provide District 76 with a certified copy of the student's birth certificate. If the District does not receive the birth certificate within 30 days, pursuant to Illinois law, the District must report the failure to provide a birth certificate to the State Police.

## **ATTENDANCE**

### **Attendance and Truancy – BOARD POLICY 7:70**

This policy applies to individuals who have custody or control of a student (a) between the ages of 6 (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 8th, in the public school regardless of age.

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

1. any student attending a private school (including a home school) or parochial school,
2. any student who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician),
3. any student lawfully and necessarily employed,
4. any student over 12 and under 14 years of age while in confirmation classes, and
5. any student absent because his or her religion forbids secular activity on a particular day.

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.

## **TRUANCY**

The *School Code* defines a truant student as one who is subject to compulsory attendance and is absent without valid cause. Per State law, 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. A student is considered a chronic or habitual truant if they have been absent without valid cause for 5% or more of the previous 180 regular attendance days.

When a student becomes truant, even on the first day, school personnel will initiate action to support the student's attendance. The school will offer supportive services, alternative programs, and outside resources in an effort to correct the student's truant behavior. D76 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.

### **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 protocol for excusing a student in grades 6th through 8th from attendance to sound Taps at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures 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 about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent 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*.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for

the promotion of student attendance and engagement.

9. 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.
10. 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.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. 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.

## **EXTENDED ABSENCE PROCEDURES**

A student who is absent from school for any reason other than illness exceeding 11 days, will be withdrawn from the District rolls. Upon return to the District, the student 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 student's teachers and arrangements made to complete missed assignments. The school should be notified well in advance of an extended absence.

## **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.

Refer to our [Emergency Closing Information](#) page on our website.

## **FOOD SERVICES PROGRAM**

In accordance with Board Policy 6:50, *School Wellness*, District 76 promotes student wellness, including good nutrition and physical activity, through the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the *Child Nutrition and WIC Reauthorization Act of 2004* and the *Healthy Hunger-Free Kids Act of 2010 (HHFKA)*.

District 76 operates a free daily breakfast program and a hot lunch program at all schools. Students pay for meals in advance using MyMealOrder to both order and pay for meals. In addition to the hot lunch program, students may bring a sack lunch and purchase milk separately. It is important to note that all student lunches must be placed at least three days in advance of the lunch date.

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)/guardians(s). For more information on free and reduced meal programs, please contact:

Eric Rogers, Director of Finance and Operations/CSBO

Email: [erogers@dist76.org](mailto:erogers@dist76.org)

Office: 847-388-2588

Website: <https://www.dist76.org/FinanceandOperations.aspx>

**2022-2023 Meal and Milk Fees**

<b>Breakfast:</b>	Free
<b>Hot Lunch:</b>	\$3.15 per meal (.40¢ Reduced Price Lunch)
<b>Milk (½ pint):</b>	0.30¢ per carton / \$52.40 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 student’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. This serves as written notice to the parent(s)/guardian(s) of the District’s school fee policy in English. The student fee policy is available in the home language of the parent(s)/guardian(s) if it is needed to ensure the understanding of the policy, at their request.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for fee waiver contained in Board Policy 4:140, *Waiver of Student Fees*. The payment of fees may also be waived or reduced if the family qualifies for the National School Lunch Program. Application for a fee waiver is available at the 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.

### **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.

### **2022-2023 STUDENT FEES**

<b>Grade</b>	<b>Fee</b>
Early Childhood	\$85.00
Pre-Kindergarten	n/c
Kindergarten	\$105.00
Grade 1	\$110.00
Grades 2-4	\$125.00
Grade 5	\$128.00
Grade 6	\$165.00

Grade 7	\$128.00
Grade 8	\$140.00

**Extra-Curricular Fees**

Interscholastic Sport Fees	\$85.00	Clubs	\$30.00
Intramurals	\$20.00	After School Band/Choir	\$85.00
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. Homework	\$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 childcare purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1.5 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.

Transportation reimbursement is available for "qualifying pupils" who are enrolled full-time in grades kindergarten through 8th grade who live 1.5 miles or more from the school and do not have access to transportation provided entirely at public expense. For more information, please contact Eric Rogers, Director of Finance & Operations/CSBO

### **Bus Behavior**

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 Lakeside Transportation are committed to getting students 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 the student 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 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.

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 students 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 the building office to be connected to a nurse with any specific student concerns.

### **Guidelines for Foods in Classrooms and School Celebrations**

Please refer to each school's specific information included in this 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 (pinkeye), 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 student on file in the building. Only those people on an emergency list will be allowed to take a student home.

Students 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 students, school age students 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 pre-kindergarten – 8th grade 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. Parents/Guardians have the right to opt their child out from any comprehensive personal health and safety or comprehensive sexual health education class by submitting the request in writing. Parents/Guardians also have the right to review the scope and sequence of the instructional materials to be used in such courses.

### **Instruction in Recognizing and Avoiding Sexual Abuse – Erin's Law**

The District provides age-appropriate instruction to students regarding sexual abuse and assault awareness and prevention pursuant to Board Policy 6:60, *Curriculum Content*. Parents/guardians will receive written notice five days prior to commencing any class or course providing instruction in recognizing and avoiding sexual abuse in order to afford the parents/guardians an opportunity to submit a written objection to their

student's participation. Pursuant to Board Policy 4:165, the District will provide evidence-informed educational information to parents/guardians on the warning signs of abuse, along with any needed assistance, referral or resource information.

## **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. For additional information, please see the full Board Policy.

## **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION- BOARD POLICY 7:290**

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 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 and will include protocols for administering youth suicide awareness and prevention education to students and staff. For additional information, please see the full Board Policy.

Students and families can access immediate support via the following:

National Suicide Prevention Lifeline: text, call, or chat 800-273-8255 or 988.

Crisis Text Line: text HOME to 741741

Safe2Help Illinois: Call 844-4-SAFEIL or text SAFE@ to 72332

### **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](#).

## **HEALTH/PHYSICAL EXAMS**

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

Health examinations and proof of required immunizations are required for students who are enrolled in the District. Examinations must be completed within one year prior to enrollment. Students NOT in compliance with these health requirements will be excluded from school. For assistance with locating a local clinic, please contact the school's health office.

- Preschool, kindergarten, and 6th grade students by October 15 of the current school year;
- New students to the District must show evidence of receiving a physical exam and specific immunizations by October 15.
- 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.
- Students transferring from out-of-state who do not provide proof by October 15 may attend school if the student provides proof of an appointment for the required vaccinations. If proof is not provided within 30

days after the student is permitted to attend classes, the student will be excluded from school until the District receives proof of compliance.

- 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 Certificate of Child Health Examination form is available on the District's 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 students 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.

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

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 15.

Informational materials regarding influenza, influenza vaccinations, meningococcal disease and meningococcal vaccinations developed, provided, or approved by the Department of Public Health is available at the District office. More information on the District's policies and procedures relating to the appropriate manner of managing students with chronic infectious diseases can be found in Board Policy 7:100.

## **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 15 of the school year. The dental exam must have taken place within 18 months prior to May 15 of the school year. This requirement may be waived for students who show an undue burden or a lack of access to a dentist. Parents/guardians must complete and submit the Illinois Department of Public Health waiver form by May 15 to meet these requirements. The waiver is available at the District office or at <http://www.idph.state.il.us/HealthWellness/oralhlth/DentalExamWaiver.pdf>. 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 or students enrolling in school for the first time must have a comprehensive eye exam by a licensed physician or optometrist by October 15. The eye exam must be completed within one year prior to the first day of the school year in which 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. The Illinois Department of Public Health waiver form is available at the District office or <https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/eye-examination-waiver-050216.pdf>. Failure to provide proof of this exam or a waiver form by October 15 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: pre-kindergarten, kindergarten, 2nd, 5th and 8th, as well as to all new transfer students and all students receiving special education services. This screening takes place during the school day at the student'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.

Students are 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 students receiving special education services and new transfer students. This screening takes place during the school day at the 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. Kelly Olsen (847-388-2561 or [kolsen@dist76.org](mailto:kolsen@dist76.org) for more information.

Reasonable efforts will be made to notify parent(s)/guardian(s) of students 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 student may contact the building health office at any time to request a screening. Additionally, all students who are being evaluated for special education services will need to have current vision and hearing screening information completed by the health office.

## **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 medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the student 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.

### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine auto-injector 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 pursuant to a student's authorized self-administration of medication plan, including asthma medication or epinephrine, or

medication required under a qualifying plan . A qualifying plan may include an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, a plan pursuant to Section 504 of the *Rehabilitation Act* of 1973, pr a plan pursuant to the *Individuals with Disabilities Education Act*. A student's parent/guardian must sign and return an acknowledgement that they 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 epinephrine, asthma medication, or medication required under a qualifying plan.

### **District Supply of Undesignated Epinephrine Injectors**

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 auto injector 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.

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 epinephrine (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 epinephrine (whether or not undesignated).

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an undesignated epinephrine auto-injector. This policy does not guarantee the availability of these medications; 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](http://www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf).
3. Complies with State and federal law and is in alignment with Board policies.

For more information on food allergy management pursuant to this policy, please contact Eric Rogers, Director of Finance & Operations/CSBO.

## **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 communicated on official school or District 76 letterhead. If in doubt, call the 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 student 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 student/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 administered pursuant to the District's extracurricular drug and alcohol testing program (see Policy 7:240, Conduct Code for Participants in Extracurricular Activities).
4. 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 student 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.

### **Student Data Privacy**

The District contracts with different educational technology vendors for beneficial purposes, such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations, pursuant to Board Policy 7:345, *Use of Educational Technologies; Student Data Privacy and Security*.

Under the Illinois *Student Online Personal Protection Act* ("SOPPA"), 106 ILCS 85/, educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred as operators. SOPPA is intended to ensure that student data collected by operators is protected and requires those vendors, as well as school districts and ISBE, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, the District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as, but not limited to: basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number; demographic information; enrollment information; assessment data, grades, and transcripts; attendance and class schedule; academic/extracurricular activities; special indicators (e.g., disability information, English language learner, free/reduced meals, or homeless/foster case status); conduct/behavioral data; health information; food purchases; transportation information; in-application performance data; student-generated work; online communications; application metadata and application use statistics; and permanent and temporary school student record information.

Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose and collect data for K-12 school purposes (which are purposes that aid in the administration of school activities, such as: instruction in the classroom or at home (including remote learning); administrative activities; collaboration between student, school personnel, and/or parents/guardians; and other activities that are for the use and benefit of the District) and other limited purposes permitted under the law.

## **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**

Pursuant to Board Policy 6:235, *Access to Electronic Networks*, 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-owned or District-issued computers, laptops, tablets, phones, or similar devices. General rules for behavior and communications apply when using electronic networks. The District's procedure, *Acceptable Use of the District's Electronic Networks* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account 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 shall not be released without a valid consent or as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession, for his or her exclusive use that are destroyed not later than the student's graduation or permanent withdrawal and are not accessible or revealed to any other person.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

## Student Records

The *Illinois School Student Records Act* ("ISSRA"), *Illinois School Code*, 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. All student records are maintained accordingly; except in the case of an emergency, or as otherwise allowed by law, information contained in a student's records will not be released without the consent of the appropriate parent or guardian.

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.

A student's **Temporary Record** consists 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,
4. 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,
5. Biometric information if it is collected,
6. Information regarding an indicated report pursuant to the Abused and Neglected Child Reporting Act
7. Health-related information, and
8. Accident reports.

The Temporary Record also may include family background information; intelligence test scores; aptitude test scores; reports of psychological evaluations including information on intelligence, personality and academic information; 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; teacher anecdotal records; 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.

## Release of Student Record Information

School student records are confidential. The District may release information contained in student records without parental notice or consent to the following individuals or in the following circumstances:

- To a District or ISBE employee or official with a demonstrable educational or administrative interest in the student, in furtherance of that interest;
- Any person for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;
- To a governmental agent or social service agency contracted by a governmental agent in furtherance of

- an investigation of the student's attendance pursuant to the compulsory attendance laws of the State;
- In connection with an articulable and significant threat to the health or safety of a student or other individuals, to appropriate persons if the knowledge of the requested information is necessary to protect the health or safety of the student or other individuals;
- As specifically required by federal or State statute;
- Juvenile authorities will be granted access when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court;

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; In response to an ex parte court order requiring the District 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.

Student record information may be released without parental consent provided prior written notice of such release is given to the parents as follows:

- To the official records custodian in which the student has enrolled, or intends to enroll, upon the request of such official or student;
- Pursuant to a court order; and/or
- To any persons as specifically required by State or federal law.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student shall have any right of access to or inspection of the school records of that student. The District shall maintain a copy of any order of protection in the temporary records of the student enrolled in the District whose parent is the petitioner of an order of protection. In addition, the District prohibits the disclosure by school employees to any person against whom the District has received a certified copy of an order of protection, the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner's child or children are enrolled.

### **Maintenance and Destruction**

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 five 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 60 years after the student has transferred, graduated, or otherwise withdrawn from the school. All permanent and temporary records are housed at the District records facility and each of the school sites.

### **Right to Inspect or Challenge Records**

Students over the age of 18 have the right to inspect and copy their permanent and temporary records. Parents/guardians have the right to inspect and copy their student's permanent and temporary records. For copies or inspection of a student'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. Such requests will be granted within 10 business days after the date of receipt.

Parents/Guardians have the right to a hearing to challenge the accuracy, relevancy, or propriety of any entry in their student's school records, except for academic grades and the name and contact information of the official records custodian. If the challenge is made at the time the student's school student records are forwarded to

another school to which the student is transferring, the parents/guardians shall not have the right to challenge references in those records to expulsions or out-of-school suspensions, or academic grades. 105 ILCS 10/7; 23 Ill.Admin.Code §375.90. A request for a hearing should be submitted to the Superintendent and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.

Parents/Guardians have the right to review and copy their child's school records prior to any special education eligibility or IEP program review meeting, subject to the requirements of federal and State law. Please contact the District's Records Custodian to process this request.

### **Directory Information**

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, grade level, birthdate, 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 student'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.

### **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 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 recommendations 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.

# **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 Board Policy 2:160, *Uniform Grievance Procedure*.

### **Sex Equity**

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

Any student may file a sex equity complaint by using Board Policy 2:160, *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 [bsharmalewis@dist76.org](mailto:bsharmalewis@dist76.org), 847-566-9221.

## **EQUAL ACCESS- BOY SCOUTS/GIRL SCOUTS**

Upon request, any Boy Scout or Girl Scout troop 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- BOARD POLICY 8:70**

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 usable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety. The Superintendent 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 three 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.

## **RESPONSE TO INSTRUCTION/INTERVENTION (RtII)**

Response to Instruction/Intervention (RtII) is a process that involves progress monitoring and ongoing evaluation of student 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. Students 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 comprehensive review of student assessment data.

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 regarding the District's use of scientific, research-based interventions or the implementation of RtII supports for their child. Parents/Guardians will be provided all data collected and reviewed by the District with regard to the child's participation in the RtII process. The District's goal is to provide effective educational support to meet the needs of ALL students through early intervention, which will lead to improved student achievement.

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

## **EDUCATION OF STUDENTS WITH DISABILITIES**

Diamond Lake School District 76 provides a continuum of special education services available to District students. Children who reach the age of three 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 any time.

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. Pursuant to Board Policy 6:120, *Education of Children with Disabilities*, the District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all students 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, if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to students 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. A copy of the Illinois State Board of Education *Notice of Procedural Safeguards for Parents/Guardians of Students with Disabilities* is available upon request in English or the parent/guardian’s native language.

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, as determined by the Individualized Education Plan.

Students with disabilities will be disciplined in compliance with federal and state law, as well as Board Policy 7:190, *Student Behavior*, and Board Policy 7:230, *Misconduct of Students with Disabilities*.

Under the *Individuals with Disabilities Education Act*, the District must provide students with disabilities with appropriate special education and related services to address their educational needs. If a student receives related services from the District through their Individualized Education Program (“IEP”) document, such as occupational therapy, physical therapy, social work, nursing services, and speech and language therapy, the parent/guardian may request copies of related service logs developed and maintained by the District for their student. These related service logs include information regarding the type and duration of related services administered to their student. In the event that the District is unable to provide a required related service within 10 school days of the initiation of their student’s IEP, the parent/guardian will receive written notification that those services have not yet been administered, as well as information regarding the ability to request compensatory services.

Parents/Guardians are entitled to receive copies of all written documents that will be considered at a meeting

to determine their child's eligibility for special education and related services or to review their child's IEP. Written materials will be provided no later than three school days prior to the eligibility or IEP meeting, or as soon as possible. Parents/Guardians have the right to choose from available delivery methods, including regular mail and picking up materials at school.

Parents/Guardians of children with disabilities are entitled to interpretation services at IEP meetings. For more information on requesting an interpreter, please contact the building principal or the child's case manager.

Inquiries regarding the identification, assessment, and placement of children may be directed to Dr. Kelly Olsen, Director of Student Services, at 847-566-9221 or by email [kolsen@dist76.org](mailto:kolsen@dist76.org).

## **EDUCATION OF HOMELESS STUDENTS**

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, pursuant to Board Policy 6:140, *Education of Homeless Students*. A homeless child is defined in the *McKinney Homeless Assistance Act* and the *Illinois Education for Homeless Children Act*. A homeless student may attend the district school that the student attended when permanently housed or in which the student was last enrolled. A homeless student living in any district school's attendance area may attend that school. Homeless students are not required to attend a separate school for homeless children or youths. Homeless students will be provided with comparable transportation services, educational services, and a meal program. Homeless students should not be stigmatized by school personnel.

Any homeless student shall be immediately admitted, even if the student or student's parent(s)/guardian(s) is unable to produce immunization and health records normally required for enrollment. The Homeless Liaison for District 76 is Dr. Kelly Olsen, Director of Student Services, who can be reached at 847-388-2561 / [kolsen@dist76.org](mailto:kolsen@dist76.org)

## **ENGLISH LEARNERS – BOARD POLICY 6:160**

The District offers opportunities for resident English Learners to develop high levels in academic subjects and to meet the same challenging standards that all students are expected to meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English 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 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 Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English 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 Learners about: (1) the reasons for their

student's identification, (2) their student's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their student's needs, (5) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, (6) specific exit requirements of the program, (7) how the program will meet their student's individualized education program, if applicable, and (8) information on parent/guardian rights. Parents/guardians will be regularly apprised of their student's progress and involvement will be encouraged.

### **Parent Involvement**

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

Education Programs Parent Advisory Committee.

Parents/Guardians will receive written notice within 30 days of the start of school or 14 days after the enrollment of any student in transitional bilingual education. Notice will be provided in English and the language of the student's primary speaking ability.

## **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 students.

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 Parent and Family Engagement Compact**

The Superintendent or designee shall develop a *District-Level Parent and Family Engagement Compact* according to Title I requirements. The *District-Level Parent and Family Engagement Compact* shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement 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 parents/guardians of students receiving services, or enrolled in programs, under Title I.

### **School-Level Parent and Family Engagement Compact**

Each Building Principal or designee shall develop a *School-Level Parent and Family Engagement Compact* according to Title I requirements. This *School-Level Parent and Family Engagement Compact* shall contain: (1)

a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians 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 parents/guardians 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 that, at a minimum:

1. Administers to students all standardized assessments required by the Illinois State Board of Education (ISBE) 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 and an evaluation of the student's progress. See Board 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. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents and guardians of students. Board Policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

## **GRADING AND PROMOTION**

Pursuant to Board Policy 6:280, *Grading and Promotion*, 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 Assessment of Readiness (IAR) 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 IAR 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 IAR 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 Renaissance STAR assessment. This common core aligned computer adaptive test accurately reflects instructional levels of each student 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.

### **Accelerated Placement**

Pursuant to Board Policy 6:135, *Accelerated Placement Program*, the District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or 1st grade.

## **Administrative Procedure: Accelerated Placement Program Procedures**

### **Early Entrance to Kindergarten or Grade 1**

1. A student can be referred by a parent(s)/guardian or licensed educational professional.
2. Initial contact: Parents will contact the Elementary School principal to get an overview of the procedures. This meeting may be in person or by phone.
3. Referrals must be sent in writing to the building principal. The following must be included:
  - a. Proof of residency
  - b. The child's original birth certificate.
  - c. A written request for early admittance explaining the parents' view of the child's exceptionality and reasons why it would be detrimental for the child not to enter early. It is essential that documents be submitted to the building principal prior to August 1st.
    - i. If the initial written request for early admittance for the upcoming school year is received after August 1, the request may be delayed and/or denied.
  - d. Complete "release of information" form to contact and gather background information

from the child's preschool or kindergarten.

- e. The district will contact the child's preschool or kindergarten (if applicable) to request school records and background information about the child including: consultation with the current teacher, social emotional behaviors, academic performance and functioning, standardized, and non-standardized assessments.
4. The district review process will include the evaluation of academic and social emotional readiness indicators:
    - a. Potential assessments include:
      - i. Star
      - ii. BASC
      - iii. DIAL Assessment
      - iv. CogAT
      - v. Social history/parent interview
      - vi. Other as determined appropriate
  5. Notification of updated status:
    - a. The principal will arrange a meeting with the parents to evaluate the decision.
    - b. If the social emotional and academic criteria are met, the student will be granted early entrance to kindergarten or grade 1.
    - c. If the academic criteria is met **and** the social emotional survey results are not strong, the student will not be granted early entrance to kindergarten or grade 1
  6. The district will make all decisions regarding early admittance to kindergarten or grade 1 prior to the 1st day of student attendance.
  7. All early admittance decisions are made on a provisional basis. During the first 8-12 weeks that a child is in kindergarten or grade 1, the instructional team will review the child's social, emotional, behavioral, academic functioning and preparedness. The district will share these findings with the parents. The district will determine whether the child will continue or discontinue enrollment in kindergarten or grade 1 until the state mandated age.

### **Grade Level or Subject Acceleration**

1. A student can be referred by a parent(s)/guardian or licensed educational professional.
2. Referrals made by parent(s)/guardian(s), student, or a licensed educational professional must be sent to the building principal, in writing by August 1 of the upcoming school year. If the initial request for acceleration is received after August 1, the request may be delayed and/or denied.
3. The school will administer and review the results of the student's Star Reading and/or Math Assessment for the grade level that the student may accelerate to.
4. The district will make a decision regarding the placement for the upcoming school year.
  - a. The student may accelerate in *either* reading *or* math if they meet or exceed the 90th Percentile in the respective content area for the projected grade.
  - b. The student may accelerate an entire grade level if the student meets or exceeds the 90th percentile for *both* reading and math.

5. The district will make all decisions regarding grade level or subject accelerated programming prior to the first day of student attendance.
6. The administration will meet with the parents to share the results.
7. All acceleration decisions are made on a provisional basis. During the first 8 weeks that a child is accelerated, the instructional team will review the child's social, emotional, behavioral, academic functioning and preparedness. The district will review these findings with the parents to determine whether the child will continue or discontinue in the accelerated grade or subject.

# **STUDENT CONDUCT**

## **STUDENT BEHAVIOR - BOARD POLICY 7:190**

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

### **When and Where Conduct Rules Apply**

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, 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  
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.

### **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, unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - 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 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 or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form
  - g. "Look-alike" or counterfeit drugs, including a substance 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.
  - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
  5. Using 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.
  10. Engaging in any sexual activity, including without limitation, offensive touching, sexual

harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

11. Teen dating violence, as described in Board Policy 7:185, *Teen Dating Violence Prohibited*, is prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and Board Policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public-school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. As described in BOARD POLICY 7:190 – STUDENT DISCIPLINE, Prohibited Student Conduct, Item 17, 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 may 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.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on 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.

### **Disciplinary Measures**

Disciplinary measures may include:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom. Return of property or restitution for lost, stolen, or damaged property.
5. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
6. 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.
7. 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.
8. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
9. Suspension of bus riding privileges in accordance with Board Policy 7:220, *Bus Conduct*.
10. Out-of-school suspension from school and all school activities in accordance with Board Policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
11. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, in accordance with Board Policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the *School Code*.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies. .

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

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

Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

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.

### **Isolated Time Out, Time Out, and Physical Restraint**

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

### **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. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

### **Re-Engagement of Returning Students**

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

### **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. Please see Board Policy 7:220, *Bus Conduct*, for additional information.

### **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. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including but not limited to protective hairstyles such as braids, locks, or twists.

### **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**

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

### **Making a Report or Complaint**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same gender.

Reports under this policy will be considered a report under Board Policy 2:260, *Uniform Grievance Procedure*, and/or Board Policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

### **Nondiscrimination Coordinator:**

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### **Investigation Process**

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment. For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual*

Harassment Grievance Procedure, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, Uniform Grievance Procedure, and/or 7:190, Student Behavior, should be initiated, regardless of whether a written report or complaint is filed.

### **Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel**

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity. Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

### **Enforcement**

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

### **Retaliation Prohibited**

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*). Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

## **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 and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, 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**

Each school has developed and maintains 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. These plans are consistent with the following requirements:

1. Using the definition of bullying as provided in this policy.,

2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the 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.

**Nondiscrimination Coordinator:**

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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.

6. 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.
7. 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.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, 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.
9. 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.
10. 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.

## **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**

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

## **STUDENT INTERROGATION BY LAW ENFORCEMENT**

Pursuant to Board Policy 7:150, *Agency and Police Interviews*, and State law, the District has developed procedures to manage requests by agency officials or police officers to interview students at school. In the event that law enforcement, a school resource officer, or other school security personnel request to detain and question a student who is suspected of committing a criminal act, the District will notify or attempt to notify the student's parents/guardian and document the time and manner in writing. In the event that the student's parents/guardians are unable to be present during the detention and questioning, the school will ensure that a District staff member (such as a social worker, nurse or administrator) is present throughout. And, if practicable, make reasonable effort to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

## **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. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Board Policy 7:270, Administering Medicines to Students, implementing Ashley's Law.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education;
13. 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;
14. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding;
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee ; or
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

### **Convicted Child Sex Offenders**

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 student 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 student's vicinity. For additional information, see Board Policy 4:175, *Convicted Child Sex Offender; Screening, Notification*.

Information regarding sex offenders is available to the public pursuant to the Sex Offender Community Notification Law.

### **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.

### **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 D76 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 D76 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](http://www.dist76.org) as well as on the last page of this handbook. All applications will follow the screening process. Contact the school principal with any questions.

### **DIAMOND LAKE SCHOOL DISTRICT CRISIS PLAN**

In the unfortunate event that an emergency or crisis situation occurs in our area during the school day, Diamond Lake School District 76 will be prepared. With the help of local and county Police and Fire departments, the District has designed a Standardized School Crisis Plan that will assist in effectively responding to these types of situations. This plan is reviewed on an annual basis.

While natural instincts as a parent in an emergency is to go to the child(ren)'s school to safeguard him/her,

doing so may significantly impede the District's response capabilities as well as those of local emergency responders. It is vital that school officials and the Police and Fire Departments have access to all 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, follow the guidelines for the schools listed below:

<p style="text-align: center;"><b>DIAMOND LAKE SCHOOL</b></p> <p style="text-align: center;"><b>Parent Emergency Guidelines:</b></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. Students will only be released to parents/legal guardians and/or emergency contacts.</p>	<p style="text-align: center;"><b>WEST OAK INTERMEDIATE SCHOOL</b></p> <p style="text-align: center;"><b>Parent Emergency Guidelines:</b></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. Students will only be released to parents/legal guardians and/or emergency contacts.</p>	<p style="text-align: center;"><b>WEST OAK MIDDLE SCHOOL</b></p> <p style="text-align: center;"><b>Parent Emergency Guidelines:</b></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. Students will only be released to parents/legal guardians and/or emergency contacts.</p>
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## DIAMOND LAKE SCHOOL - SPECIFIC INFORMATION

### ARRIVAL / DISMISSAL FROM SCHOOL

#### Arrival

- The student day begins at 7:40 a.m. and ends at 2:25 p.m.
- A student may not arrive prior to 7:25 a.m. If a student arrives earlier, it will be necessary for a parent to remain with that student, 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 students 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 all students.

#### Dismissal

- The District encourages all students to ride the bus.
- All students are dismissed at 2:25 p.m. Parents who are picking up their student must do so by 2:25 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 students.
- 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 student. A phone call will not substitute for a written note.

- Students often become confused concerning whether they will be picked up from school or not, therefore without a written note, or a phone call to the office before 1:15 p.m. students will be sent home on the bus.
- Please do not feel offended when asked to see a driver's license or a form of identification. The District is ensuring the safety of all students.
- Dismissal time can be very confusing if students are picked up at school. Students should be allowed to ride the bus home unless an emergency occurs.
- Students may only ride their assigned bus!

## **ATTENDANCE / STUDENT ABSENCES**

Regular attendance is an essential part of the educational program for each student at Diamond Lake School. Absences will be excused due to 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. 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 a student 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. All absences must be called in by a parent/guardian or other responsible adult, at (847-566-6601) before 9:00 AM. Please include a reason for the student's absence.

Diamond Lake School will not accept requests for schoolwork until the student has been absent for more than two days. Please request the work when calling in a student's absence by 9:00 AM. Staff are unable to honor requests after that time. The work will be brought to the office for pick-up at 2:25 PM. Requests for make-up work need not be made for a one- or two-day absence. This work can be done once the student 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.

## **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 prohibited. Questions regarding birthdays should be directed to the student's teacher or the principal. Birthday invitations may not be distributed at school.

## **POSITIVE BEHAVIORAL SUPPORT AND EDUCATION**

Positive Behavioral Interventions and Supports (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 is said and done at Diamond Lake School. Collaboration, cooperation, and communication will ensure the success of all.

The District is driven by the vision to make the PBIS Program a way of life at Diamond Lake School. 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

## **HEALTH SERVICES**

Diamond Lake School has the services of a School Nurse who oversees the school health program. The nurse's 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.

## **ALLERGIES**

Parents/guardians should notify the school of any allergy that their student 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 the building office for missing possessions. Once an item is retrieved from the lost and found, it should be washed before it is worn again.

## **LUNCH PROGRAM**

### **Hot Lunch**

Diamond Lake School offers a hot lunch on a daily basis. Students have the option of purchasing a hot lunch or bringing a cold lunch. A monthly menu of lunches will be posted on the District website. Please review the menu and send a cold lunch on days when the menu hot lunch is not being ordered. All lunch orders are placed on MyMealTime. Utilize this system for ordering and payment. Please make sure all meals are ordered at least 3 days in advance.

- Students on the free/reduced lunch program need to order via MyMealTime. There is no fee for students receiving free lunch.

### **Cold Lunch**

- Send appropriate amounts of food in a non-waste container.
- Send foods students can open, close, eat etc. on their own.
- Send healthy foods the student will 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.

## **BUILDING / STUDENT SAFETY**

Student safety is of the utmost concern in District 76. As such, a number of steps are taken to ensure student

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. Visitors may be asked to identify themselves and their reason for visiting.
- 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.

## **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, boots, and snowpants in the winter.
- It is assumed that any student attending school is well enough to participate in all activities, including recess. A doctor'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 student's education. The Parent Teacher Organization (PTO) organizes all parent volunteers at the beginning of the year.

Every classroom at Diamond Lake 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 the school community.

## **GENERAL INFORMATION**

### **Personal Toys**

Children are 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 a student. Books and library books must be returned. The office handles partial refunds for book rentals.

## **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.

## **Back to School Night**

Back to School Night takes place at the beginning of the school year. This is an evening for parents or guardians only. Please arrange for childcare at 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 or guardians. Please plan to attend.

## **Parent Teacher Conferences**

Parent Teacher Conferences are held twice a year. It is extremely important to attend! Parent Teacher Conferences provide the perfect opportunity to find out how students are doing. This is a time for parents and guardians only. Upon request, the District will provide documentation of school visitation for a parent/guardian to submit to his/her employer, including the exact time and date the visitation began and ended.

# **WEST OAK INTERMEDIATE SCHOOL-SPECIFIC INFORMATION**

## **BIRTHDAYS**

Store bought, nut free treats that do not require refrigeration are allowed to be brought into West Oak Intermediate School.

## **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 students to bring home the items not needed at school. Locks are not permitted at West Oak Intermediate 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 in the South hallway across from the gym. 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 student items, including lunches with 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 student 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 student 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 student at West Oak Intermediate School. Absences will be excused due to 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. 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 a student 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. All absences must be called in by a parent/guardian or other responsible adult, at (847-970-3544) before 9:00 AM. Please include a reason for the student's absence.

West Oak will not accept requests for schoolwork until the student has been absent for more than two days. Please request the work when calling in a student's absence by 9:00 AM. Staff are unable to honor requests after that time. The work will be brought to the office for pick-up at 2:55 PM. Requests for make-up work need not be made for a one- or two-day absence. This work can be done once the student 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**

3rd - 5th grade academic achievement:

<b>A</b>	Excellent
<b>B</b>	Above Average
<b>C</b>	Satisfactory
<b>D</b>	Needs Improvement
<b>F</b>	Unsatisfactory

## **REPORTING TO PARENTS**

Report cards are sent home three times per year. Parent conference days are set for twice a year. Parents will be notified regarding appointments for conferences and the sign-up procedures. Teachers are available daily before and after school for consultation regarding students. Please give the teachers 24 hours to respond to a message.

## **2022-2023 GRADE REPORTING DATES**

November 4, 2022 - 1st Trimester Report Cards

February 10, 2023 - 2nd Trimester Report Cards

Final Day of School - 3rd Trimester 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 student's teacher and will be based on the needs of the student. For questions or concerns about homework assigned, please contact the student's teacher.

## **AFTER SCHOOL ACTIVITIES**

West Oak Intermediate 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**

West Oak Intermediate School runs a late bus at 4:00PM for after school activities. Two busses are used to travel the entire District, therefore, it may take longer for students to arrive home than on the regular bus.

## **PHYSICAL EDUCATION**

Physical Education is a required class under Illinois law 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. Requests for exemption from physical education may only be granted pursuant to Board Policy 7:260, *Exemption from Physical Education*, due to religious or medical reasons.

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 wind chill factor. Indoor recess will be held when it is raining or under conditions so determined by the school administration.

## **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.
- 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 students 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.

### **WITHDRAWALS**

Please inform the school in advance of the withdrawal of a student. Books and library books must be returned. The office handles partial refunds for book rentals.

### **DISCIPLINE**

West Oak Intermediate uses measures of discipline, including detentions, in accordance with Board Policy and State law. The following measures are used in addition to the discipline measures noted in Board Policies 7:190, 7:200, 7:210, and 7:220.

#### **Detentions**

- Assigned by the administration or staff.
- 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.

## **WEST OAK MIDDLE 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 6th-8th grade report cards sent home throughout the school year to provide a more comprehensive reporting system.

Academic Classes	Exploratory Classes
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Language Arts Communication Arts Spanish Language Arts (Dual) Social Studies Science Math	P.E. 6/7/8 Music 6/7/8 Art 6/7/8 Spanish 7/8 Digital Media Arts 6/7/8 S.T.E.M. 6/7/8 Band / Choir 6/7/8
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\*Exploratory classes will be conducted in a trimester (12-week) timeframe. Students will rotate among art, music, STEM, and digital media arts. Reading and math intervention support may be in lieu of Communication Arts and Spanish Language Arts.

**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	All grades with no more than one "C", averaging to a "B" and SQ marks averaging 3.0 or higher

No Ds or Fs are allowed on any Honor Roll. All grades for each trimester count toward eligibility for the Honor Roll.

**C. 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 third trimester of 6th grade, or members of 7th or 8th 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 student is going to be absent. The school is required by law to find out where children are when not in attendance. Parents have 24 hours to notify the school of their student's absence. Students are expected to be present and punctual for all classes throughout the school year. If a student is going to be absent from school, please call the school office at 847-566-9220 by 8:00 A.M. to report the absence and reason for the 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 4:30 pm detention assigned by the administration.
- Tardies due to a medical appointment or severe weather conditions will be excused.
- 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 half a school day to be eligible to participate in extracurricular activities.

- Students found to be absent unexcused may result in the school taking disciplinary action.

### **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 8:00 A.M. Homework requested in the morning may be picked up in the West Oak office between 2:30 and 3:30 P.M. (847-566-9220).

## **III. STUDENT CONDUCT AND PROCEDURES PBIS: POSITIVE BEHAVIOR INTERVENTION SUPPORTS**

### **WEST OAK COMMITMENTS:**

- Be Respectful
- Be Responsible
- Be Safe

### **WOLFPACK 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:** West Oak uses measures of discipline, including detentions, in accordance with Board Policy and State law. These measures are used in addition to the discipline measures noted in Board Policies 7:190, 7:200, 7:210, and 7:220.

### 1. 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
  - 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.
- 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.

### 2. 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:

- Detention (Monday-Thursday) 3:30 - 4:30 pm ; 3:30 - 5:00 pm
- A parent/legal guardian attending classes with their student at West Oak Middle School minimum of one school day.
- Saturday School – 8:00 to 12:00 AM

### 3. 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

## B. ALCOHOL AND DRUGS

The possession or use of alcoholic beverages, illegal drugs, controlled substances, or look alikes 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.

## **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.

## **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, check it in at the office in the morning and pick it up in the afternoon when leaving for the day. We cannot be responsible for lost cellular devices, money, watches, jewelry, and other items 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.
- 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 30-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 with their involvement. Consequences include but are not limited to an in-school suspension, 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 Wolfpack Spirit Qualities. 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.

#### **MI. PUBLIC DISPLAYS OF AFFECTION**

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

### **IV. EXTRA-CURRICULAR ACTIVITIES**

#### **ELIGIBILITY FOR PARTICIPATION**

The following applies to all students participating in extracurricular activities.

- Students who are earning two D's or one F will be ineligible for a 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 may 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 extracurricular activities may not be permitted.
- Use of drugs, alcohol, or tobacco products will result in suspension or dismissal from a sport or activity.
- 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 events are 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.

### **Athletic Physicals**

All students desiring to participate in any of the interscholastic athletic programs offered are required to have a physical examination before try-outs. (Participation in the intramural program does not require a physical exam.) 6<sup>th</sup> grade students may only participate in non-cut sports including track, cross-country, & wrestling.

### **CONCUSSIONS AND HEAD INJURIES**

Students may not participate in an interscholastic athletic activity during the year unless the student's parent/guardian has signed and submitted a concussion information receipt form that, in compliance with Board Policy 7:300, *Extra Curricular Athletics*, and 7:305, *Student Athlete Concussions and Head Injuries*.

### **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, 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 student bicycles. A bike is a means of transportation to get 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.

**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. Students who do not receive invitations/treats naturally feel unwelcome and hurt. Eliminating unhealthy 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 student 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 student. 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. Please do not send students to school if he/she is not feeling well in the morning or has been ill during the night. If he/she is ill and not attending school, please notify the school BEFORE 8:00 A.M. at 847-566-9220.

#### **D. LOCKERS**

All students will be assigned hall lockers with a built in lock. All students will also be assigned shared 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 student being excused from physical education for a reasonable period of time (two to three 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 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 gymnasium.

#### **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
- The woods
- 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 - \$3.00
Water Damage	\$1.00 - \$3.00
Writing in Book	\$.50 - \$3.50
Glue Damage	\$2.00 - \$3.00
Broken Binding	One half of new book price
No Cover/Cover Damage	Total new book price

#### **APPROXIMATE BOOK PRICES:**

<b>GRADE</b>	<b>SUBJECT</b>	<b>NEW BOOK PRICE</b>
6,7, & 8	Science	\$63

6,7, & 8	Social Studies	\$80
7	Constitution	\$11
6,7, & 8	Health	\$54
6 & 7	Math	\$52
6,7, & 8	Pre-Algebra	\$55
7, & 8	Algebra 1	\$56
8	Algebra 2	\$77
8	Algebra 2.5 / Geometry	\$82
6	Reading	\$45
6,7, & 8	Literature	\$51
6,7, & 8	Spanish	\$55
6,7, & 8	Permabound Novels	\$10

## **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 and a red lanyard while on the school premises.. It is necessary to know who is in the building at all times.

## **K. CELL PHONES AND OTHER ELECTRONIC DEVICES**

During the academic school day students will be expected to keep portable electronic devices in the off position. Students using cellular, radio, and/or other portable electronic devices 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 will be turned in to the office.

### **The following are not permitted:**

- Using the Internet without the permission of a West Oak staff member
- Accessing personal email accounts/ websites, 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.

# **BUILDINGS AND GROUNDS**

## **PESTICIDE AND HERBICIDE APPLICATION PROCEDURES**

The schools maintain a registry of parents/guardians of students who have requested to receive written notification prior to application of pesticides and herbicides to school grounds. The District respects the concern that some children who suffer from allergies may be impacted by weed control products. However, we also recognize that many children suffer when weeds are left to grow and multiply. The time of applications will occur during weekends, providing a sufficient dissipation period. The notification shall be given at least two (2) business days before applying herbicides or having an herbicide applied to school grounds and should identify the intended date of the application of the herbicide and the name and telephone contact number for the school personnel responsible for the herbicide application program. To be notified before the application of herbicides to school grounds, please contact Mr. Eric Rogers at 847-388-2588 or [erogers@dist76.org](mailto:erogers@dist76.org).

The District participates in integrated pest management to keep the schools free of insects and pests. The system uses non-toxic methods of eliminating pests and uses pesticides on an emergency basis only. To be notified prior to any scheduled insecticide sprayings, should they be necessary, please contact Mr. Eric Rogers at 847-388-2588 or [erogers@dist76.org](mailto:erogers@dist76.org) and ask to be placed on the notification list.

## **ASBESTOS MANAGEMENT**

The Illinois Department of Public Health and the Federal Environmental Protection Agency have determined that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. As required, the District's buildings were initially inspected for asbestos. The District's inspection was conducted in 1988. The Asbestos Hazard Emergency Response Act requires that a visual surveillance of asbestos-containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required. The Inspection/Management Plan is available at the District Office.

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