



**Somonauk CUSD 432
Student-Parent Handbook**

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Mission, Vision, and Guiding Principles

Mission: A school community that will work together to ensure all children reach success in learning and life.

Vision: Challenge, Connect, Next Level Ready

Guiding Principles:

- Committed to continuous improvement and growth
- Provide a safe, respectful and inclusive school-community environment
- Challenging, relevant curriculum
- Continuous, professional enrichment
- Purposeful integration of technology
- Promote productivity, caring, and citizenship in our students
- Promote innovation
- Strong home and community partnerships
- Engaged learning
- Fiscal responsibility
- Communicate effectively

Chapter 1-Introductory Information and General Notices

Introduction

In order to operate a school system efficiently, it is necessary that all students abide by the policies and procedures developed by the administration and staff. The handbook is only a summary of board policies governing the district and the complete file of board policies are available to the public at the district office.

This handbook is intended as a guide to acquaint students and parents with the policies and procedures of Somonauk Public Schools. All students and parents need to be familiar with the policies and regulations as established by the Board of Education and the District's administration. All students as appropriate given age and maturity and all parents are required to read and understand the provisions of this Handbook. Failure to read the Handbook does not excuse violations of Board or administration policies and procedures contained in the Guide. In addition, the Student/Parent Handbook may be amended during the year without notice but we will provide parents and students with any changed provisions and an updated copy of the Handbook is available on the District's website.

The Board Policies that are included in this handbook provide important information and should be reviewed by both parents and students. A complete copy of Board Policies can be found on our website.

Somonauk Community Schools are **Safe School Zones**. *This means that possible criminal penalties are severely increased for activities such as gang recruitment, and the possession, use, or sale of drugs and/or weapons while at or near school.*

If you have any questions concerning the material in this handbook, please feel free to call the administration at Somonauk CUSD 432 at (815) 498-2314.

School Operations During a Pandemic or Other Health Emergency

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.

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

Visitors

We welcome visitors. If you would like to visit school please make arrangements in advance through the principal's office. An appointment is required. The District reserves the right to limit or reject visitations or appointments if such appointments are disruptive to the educational process. Please enter the front door by the office, and ring the doorbell, sign in, provide a driver's license, and obtain a visitor badge. Safety and security in our schools is a priority, therefore staff will ask visitors to report to the office if not wearing a badge.

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Equal Opportunity and Sex Equity

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

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

Sex Equity Grievance Procedure

1. Any individual alleging that the School District has discriminated against a student or students on the basis of their sex (“Grievant”) may file a grievance.
2. The grievance must be filed in writing with the Superintendent or his/her designee within seven (7) calendar days of the occurrence of the incident giving rise to the grievance and must contain a detailed description of the facts giving rise to the grievance.
3. The Superintendent or his/her designee shall respond in writing to the grievance within thirty (30) calendar days of receipt of the grievance.
4. The Grievant may appeal the Superintendent’s decision to the Board of Education by filing a written appeal with the Board’s Secretary within seven (7) calendar days of the Superintendent or his/her designee’s decision.
5. The Board shall render its decision within sixty (60) calendar days of its receipt of the appeal.
6. The Grievant may appeal the Board’s decision to the Regional Superintendent of the appropriate Regional Office of Education.
7. The Grievant may appeal the decision of the Regional Superintendent to the State Superintendent of Education.

Animals on School Property

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

School Volunteers

All school volunteers must complete the volunteer information requirements and be approved by the building principal prior to assisting at the school. Forms are available in the school office and on the district website. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be done outside of school hours. The office is unable to release addresses and phone numbers of students.

Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Emergency School Closings/Late Start

Occasionally, weather or other unforeseen situations may cause school to close in order to ensure student safety. The following procedures are in place at such times:

Morning closing - The roads are traveled at 5:00 a.m. to check their conditions for the buses. If school is to be closed, the electronic communication program will be initiated and listed radio stations are notified.

Late Start - In the event that road conditions are not favorable for a normal start time, but will be safe for travel for a full days attendance, a late start will be initiated. School will start at 9:45 a.m. Buses will pick up students approximately 90 minutes later than normal pick up time. The school day will end at the regularly scheduled time. The School Messenger program will be utilized for communication with families.

Closing during school day - Reports concerning road conditions are sought from authorities during severe weather. In the event that school must be closed early, the School Messenger program will be initiated and radio stations will be called. This is usually a case where time and telephone service is sorely needed so **PLEASE DO NOT CALL THE SCHOOL** as our lines are tied up making necessary arrangements for returning your children home safely. Working parents should make arrangements with friends or neighbors to cover such emergency situations.

School closing information will be posted on the district website, social media and an automatic phone call will be generated once a decision is finalized.

Video & Audio Monitoring Systems

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

Accommodating Individuals with Disabilities

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

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the district nurse at (815) 498-2314.

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

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

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal.

Parents/guardians are responsible for and must:

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

For further information, please contact the district nurse.

Suicide and Depression Awareness and Prevention

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

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

Chapter 2-Attendance, Grades and Graduation

Attendance

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

School Hours

Students may enter the building at 7:45 a.m. and must leave the building by 3:15 p.m. through the main doors. Teachers may give permission to arrive earlier *or stay later* for meetings if the student is involved in a supervised extra-curricular activity, is receiving help from a teacher, or is serving a detention.

Tardy to School

All students should be in their respective classrooms by the start of the school day. Those students who arrive late to school must report to the office to sign in. Students who have been detained by school personnel should ask for a written note before going to class. Excessive unexcused tardies may result in additional consequences.

Leaving the Building during School Hours

All students who leave the building, for any reason, during the school day must sign out in the main office.

1. Students who feel that they are ill must report to the office.
2. Students may use the office phone or a cell phone to contact parents/guardians but must receive permission from the office prior to making contact during the school day
3. When returning to the building, students are required to sign back in.
4. Students not following this procedure will be considered unexcused when they return.
5. Students will not be allowed to leave school to pick up personal items that are left at home (homework, uniforms, medicine, etc.)

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the building principal.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 498-2314 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 11:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an

unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Release Time for Religious Instruction/Observance

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

Family Vacations

From time-to-time it may be necessary for students to be absent from school so that they might go with their parents for a family vacation. While the district understands the need for this to be done on some occasions, parents should realize that being absent from school disrupts the learning process. Students may miss valuable experiences and teacher instruction that is impossible to duplicate. This may severely impact the student's grades. Parents should be aware that teachers will not be expected to provide substantial periods of extra help time for students missing school for family vacation. Every effort should be made to limit family vacation to a maximum of five (5) student attendance days. These prearranged absence days will be included in the child's ten (10) total excused absence days. The following guidelines shall be used with regard to such situations:

Students who go on vacation for more than two days when school is in session must get the absence approved ahead of time by the principal in order to receive an excused absence. Failure to get this approval will result in an unexcused absence. Once approval has been granted, the student must present the approval form, signed by the principal, to each of his/her teachers at least two days before the vacation. Students will be given as much work as possible before leaving for vacation. It is the student's responsibility to complete all assigned work, turn in completed work, and be prepared for any forms of assessment upon returning to school.

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

Attendance Policies

All students are allowed ten (10) total school absences per calendar year. After ten (10) absences, to excuse each absence thereafter, a physician's note stating specific medical reasons for the student's absence will be required within 24 hours of the student's return to school. While seeking a medical excuse, the student's parent or guardian must still comply with absent notification procedures. Should a parent or guardian choose not to secure a medical excuse, the absence will be considered unexcused. Medical notes must be signed by a doctor and state specific days that a student is to be excused from school.

Extreme or unusual circumstances, or absences due to a school related function, will be evaluated on a case-by-case basis by the building administrator.

- Attendance letters will be sent home to parents after 5 absences and again after 10 absences (excused or unexcused)
- At 10 absences (excused/unexcused): All future absences will require a doctor's note in order to be excused. Absences would also be considered excused if evaluated by school nurse.
- Upon the 5th unexcused Absence: Referred to DeKalb ROE Truancy Division.

Attendance: School Activities

In order to participate in an after school activity, the student must be in attendance for at least a half day. A student who leaves school because of an illness will not be allowed to participate. Students are reminded that they are to abide by ALL Somonauk School rules and regulations at all school-sponsored events both at home and away from the school.

College Visit/Job Shadowing Days

Seniors may speak to representatives from various universities and schools during their advisory period with the Counselor's permission. College Day/Job Shadowing Students will be allowed five college/job shadowing days total to be used during their junior and senior years at the discretion of the principal/guidance counselor. Prior permission from the guidance counselor or principal is required and must be given at least **five** school days before the visit. Students are to visit schools with their parents or guardian whenever possible. Before any college visit/job shadowing, a request for absence form must be completed. Any students who have not followed the above-specified procedure will be unexcused for their absence. It is suggested that seniors visit universities or colleges on days when Somonauk High School is not in session.

College Required Testing

Any student required to take college or service testing during the school day must receive prior permission from the counselor at least five school days before the test. Students not following this procedure will be unexcused for their absences.

Truancy

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

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

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

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

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

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

Make-Up Work

Students with an excused absence for one day (except for vacations) have one school day to make-up the work. For example, if the student misses school on Monday, the make-up work is due on Wednesday. Students with an excused absence for two consecutive days have two school days to make-up the work. In this case, if the student misses school on Monday and Tuesday, the make-up work is due on Friday. Students with an excused absence of three or more consecutive days have three days to make-up the work; if they feel they need more time, they must arrange it with the teacher. If another excused absence occurs before the make-up work due date, the work is still due on the original make-up due date unless the student makes other arrangements with the teacher. This work is to be completed outside of the classroom and then turned in. Absences due to the death of an immediate family member will be given special considerations in regard to making up work.

If a student misses school for one day, and a test of which the student was aware was scheduled on that day, it is reasonable to expect the student to take the test the day he/she returns. The same applies to any assignment that had a long-term due date like a research paper, lengthy essay, book report, project, etc. It is reasonable to expect the student to turn in such assignments on the day he/she returns.

Some parents contact the school for homework when their child is absent. We ask parents to make such requests by 9:00 a.m. to allow adequate time to contact teachers and collect the necessary books. Homework will only be prepared for students who miss two or more days.

If it is necessary to give an Incomplete at the end of a grading period, the teacher should supervise and have the student complete the work or make the determination to change the incomplete work to a failing grade. It is unacceptable to permit an Incomplete to remain from one grading period to the next. It is the responsibility of the student to make contact with his/her teachers for back assignments.

Grading and Promotion

Progress reports for students at JRW will be sent home at the end of each semester. At SMS and SHS, paper copies of report cards will only be mailed upon parent request at the end of a grading period. Student grades are also accessible online using the online passwords provided. For the week prior and after the end of a grading period, teachers will be calculating all final grades and verifying for accuracy, so access to online grades will be limited during that time.

To access your student's grades using Teacherease:

- Visit www.somonauk.net
- Under the 'Parents' tab, click on 'Teacherease'
- Your username is your email and your password is a self-generated password.
- Once you log in, your dashboard will provide you with several options including but not limited to: grades, attendance, payments, and emailing functions
- Click on the 'grades' icon to see your student's grades. Clicking on each individual grade will provide you with a detailed description of each course grade

Please call the school office at 815-498-2314 with any Teacherease questions.

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

Grading: Extra Credit Policy

The Somonauk Learning Community strives to report grades that most accurately report student achievement. We recognize that extra credit can misrepresent student achievement. Extra credit is defined as any student work or activity that adds value to a grade without being averaged in to the overall grade. As a result, extra credit will not be given to students. Teachers may provide alternate opportunities for students to demonstrate mastery of their skills.

*Definition of extra credit derived from the book, A Repair Kit for Grading 15 Fixes for Broken Grades by Ken O'Connor 2007

Homework

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

Cheating/Academic Integrity

Cheating as defined by Miriam Webster's Dictionary is "to deprive of something valuable by the use of deceit or fraud, to influence or lead by deceit, trick, or artifice, to elude or thwart by or as if by outwitting."

Plagiarism is defined as "an act or instance of plagiarizing; something plagiarized. It also means to steal and pass off (the ideas or words of another) as one's own; use (another's production) without crediting the source. To commit literary theft: present as new and original an idea or product derived from an existing source."

Consequences for Plagiarism and/or Cheating (may include the following):

- Parents will be notified of the academic misconduct by the teacher for the first offense and any subsequent offenses by the principal.
- Students can be required to do another similar replacement assignment or exam to demonstrate accurate evidence of learning, or they can be required to retake or re-submit the work. If retaking or resubmitting the work is allowed, the student must complete any work on his/her own time.
- Participation in extracurricular activities may be suspended until the issue has been fully resolved to the satisfaction of the building principal/activities coordinator.
- Repeated acts of plagiarism or cheating may result in a student receiving a failing grade for the assignment and could result in additional disciplinary consequences as determined by the building principal including but not limited to: Loss of privileges, detentions, in-school, or out-of-school suspension.

Students who assist/enable students to cheat / plagiarism may receive similar consequences.

*Excerpts of consequences taken from Marshall Middle School's Academic Integrity Policy in Marshall, WI

Exemption from Physical Education Requirement

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

- A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.
- Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Chapter 10: Special Education.
- Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.
- State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.
- Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:
 1. The time of year when the student's participation ceases; and
 2. The student's class schedule.

Home and Hospital Instruction

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

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the Director of Student Services.

Graduation: Requirements

Requirements for high school graduation are established by the Board of Education and reviewed periodically to determine need for changes, as well as compliance with state law. Credits which count toward graduation from the Somonauk High School begin accumulating during the ninth grade with the exception that students enrolled in high school classes during the eighth grade shall receive credit for the classes taken.

A student must carry a full class load, which is a minimum of seven classes per semester. Any deviation from this enrollment requirement must be recommended by the high school principal and/or guidance director and approved by the superintendent of schools. Students are encouraged to check with the guidance counselor for entrance requirements of a specific school, college or university that they desire to attend.

To graduate from high school, unless otherwise exempted, each student is responsible for:

Completing all State mandated graduation requirements listed below.

Completing all District graduation requirements that are in addition to State graduation requirements.

Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.

Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
4. Two years of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
7. One semester of health education.
8. Physical education classes.
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
10. Nine weeks of consumer education.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

- (1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
- (2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Please refer to the Course Description Guide for specific requirements.

Graduation: Credit for Alternative Courses and Programs, and Course Substitutions

Students will acquire the credits needed for graduation in courses taken at Somonauk High School. In general, students will be allowed to earn up to three credits from outside agencies. Outside agencies are defined as other public or private schools, correspondence schools, evening schools, and on-line schools.

There will be the following exceptions to the three-credit policy:

1. Transfer Students – Students who transfer to Somonauk from another school that is certified and recognized by the Illinois State Board of Education shall be able to transfer the credits earned at that institution. The transcript must show that credit was awarded by that institution.
2. Correspondence Courses – Students attending Somonauk Schools may apply for credit earned through correspondence courses in accordance with board policy. In special cases where a student is temporarily a nonresident of the District, it shall be within the discretion of the Principal to determine the number of credits earned through correspondence courses that shall be accepted. The student should have the courses and institution approved by the principal before course work is begun. The institution must be recognized by the Illinois State Board of Education. In cases where the courses were not pre-approved, the principal will judge the acceptance of credit based on material covered, testing procedure and length of time spent on course work.
3. Evening School - Somonauk High School will accept one credit per academic year earned through evening school and a maximum of three credits so earned may be applied toward the credits required for graduation. Whenever possible, these courses should be approved before course work is begun. The institution must be recognized by the Illinois State Board of Education. In cases where the courses were not pre-approved, it shall be within the principal's discretion to determine which credits shall be accepted.
4. On-line courses - Somonauk High School will accept credit for on-line coursework. The institution providing the on-line work must be certified by the Illinois State Board of Education.

Students may not select a course that is taught at Somonauk High School. Students need to get the on-line course approved by the principal **BEFORE** they enroll in the course. Students may earn three credits via on-line coursework. Students wanting to earn more than three credits must petition the Principal and the Principal will decide on a case by case basis.

All costs associated with these outside agencies are the responsibility of the student and/or his/her parents/guardians.

Students may earn up to 3 credits from outside agencies under the exceptions listed above.

Graduation: Early

A student may be permitted to graduate with less than four (4) years of attendance from Somonauk High School as indicated in board policy 6.300.

Graduation: Ceremony (High School)

Participation in the graduation ceremony is a privilege reserved for students who have attained graduate status. As indicated in **Board Policy number 6.300**, a student with a disability who has completed 4 years of high school at the end of a school year, and who is to receive certain services beyond the student's 4 years of high school, may participate in the school's graduation ceremony of the student's high school graduating class and receive a certificate of completion.

Dress code requirements for students who participate in the graduation ceremony are: dress shoes, dress pants, collared shirt and tie for males, dress shoes, dress pants, skirt or dress for females. Those who do not abide by the aforementioned dress code will not be able to participate in the graduation ceremony.

Fines, Fees, and Charges: Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

- The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
- The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

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

The Superintendent will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Lunch Period and Lunch Money

Lunch money may be deposited electronically through Teacherease at any time. JRW students may deposit lunch money into their accounts via their homeroom teacher at the beginning of the day. SMS and SHS students may deposit lunch money into their accounts before school in the office.

All Student/Parent Handbook guidelines and rules apply to students during lunch.

- Students are allowed to bring beverages to school and keep them in their locker until lunchtime. Glass bottles are prohibited. Beverages are to be consumed in the cafeteria only.
- Restaurant food may not be delivered/brought to school for lunch.
- Objects, including but not limited to food, may not be thrown at any time on school property.
- Inappropriate language or behavior, such as but not limited to profanity, horseplay, inappropriate physical contact with or towards another student, or being disrespectful to other students or staff members is prohibited.
- Students are responsible for cleaning up after themselves in the cafeteria. At times students may be asked to help the staff with these responsibilities as well.
- Students are to remain in the cafeteria until their lunch period is over. If they need to leave the cafeteria, they are to receive permission from the lunchroom supervisor.

- Students are to conduct themselves in an appropriate manner as they would in any other school/classroom setting. Disciplinary action may be taken with violations of the Student/Parent Handbook, which may include, but is not limited to, detention(s), in-school(s), or Out of School Suspensions.
- Students may not leave the school grounds during lunch. Students must deposit lunch money into their accounts before school in the cafeteria.

Bus Transportation

Students living one and one-half miles or more from school are transported by school bus. Buses may also transport students living within this one and one-half mile radius if hazardous conditions exist and if special permission is granted from the Board of Education. Buses will not travel private lanes.

1. If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the one and one-half miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in daycare must be along the District's regular routes.
2. Requests from parents will be reviewed for those students needing to be transported to or from ONE alternative place other than their home on a DAILY basis for the school year. This means that requests for changes on a daily and weekly basis will NOT be honored (i.e. Monday, Wednesday, Friday to one-drop off point and Tuesday-Thursday to another drop-off point). This student MUST go to that alternative place every day.
3. NO notes changing student pick-up and drop-off places on a daily basis will be accepted.
4. Requests will NOT be honored for transportation of multiple students to an alternative place. For example, five students going to a babysitter on a different route than their home route.
5. Requests will not be honored for transportation of students on a one-time basis, such as playing at a friend's house or sleepovers.
6. All parent requests must be made two weeks prior to the first day of student attendance. The requests must be made to the building principal and approved by the building principal and the Director of Transportation. All requests will be reviewed and approved based on availability of space on that particular bus route. If during the school year, additional students move into the district and are added to their regular route and space availability changes on that bus route, the building principal and Director of Transportation will notify the parent of the lack of space on that route for the requested alternative pick-up and drop-off.
7. Parent notes will NOT be accepted by drivers to make changes to a student's transportation.
8. Emergency situations will be reviewed by the building principal.

The transportation of students in a safe and efficient manner is of central importance to the school. Therefore, procedures as listed in Board Policy #7.220 will be followed.

Bus Conduct

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Listen to and obey the driver.
2. Treat everyone with respect.
3. Stay in your seat; keep hands and feet to yourself.
4. Keep all belongings to yourself and leave others belongings alone.
5. Gum, candy, food, or drinks are not to be eaten on the bus.
6. Keep the bus clean and damage free.
7. Obey all other Policies and Procedures of the Board of Education.

Driving & Parking: Visitors

JRW visitor parking is located on the east end of the building off of Maple Street.

SMS and SHS visitor parking is available in the south parking lot located off of LaSalle drive.

Driving & Parking: SHS Students

1. Students **MUST** obtain a parking permit in the high school office **PRIOR** to driving to school. The student must be a registered student in the office before they can purchase a permit. The permit must be displayed in the vehicle at all times, or disciplinary action may be taken. The permit must be returned to the office at the end of the school year. The cost of a parking permit is \$75.00. A lost permit will have a replacement fee of \$10.00, which must be paid before a new one is issued or before the end of the year. If a permit is not returned or the fee paid the student will not be able to purchase a permit the following year.
2. We will only issue 132 parking permits. **Students must have a valid driver's license and proof of insurance to obtain a permit.** Once those permits have been issued we will no longer issue any additional permits. A waiting list will be established if necessary.
3. Students are not to sit in their automobiles once they enter the parking lot; nor are they to stand around in the parking lot. Students are not permitted to drive from school or be in their auto for any reason during the day without the permission of the principal.
4. Students are not allowed to smoke in their cars once they are on school property.
5. All student parking will be in the parking lot northeast of the school. Students are not permitted to park vehicles on the streets near or adjacent to the school. Vehicles that have been parked elsewhere on school property or vehicles without registration may be ticketed, and possibly towed at the owner's expense.
6. Students may not drive to IVVC without the permission of the IVVC instructor, parent, and administration. If a student is given permission to drive to IVVC he/she must obtain a signed driving pass from IVVC; he/she may not take any passengers unless those passengers have also received permission from parents and administration.
7. The school is not responsible for your automobile or its contents.
8. Students are not allowed in the parking lot between 8:15 a.m. - 3:03 p.m., unless granted by the principal.
9. There is to be no speeding or reckless driving in the parking lot or school area.
10. Student vehicles may be subject to search when there is a reasonable cause to believe that a law or rule has been broken and that the search will reveal evidence of this violation.
11. Students are to immediately report to the office in writing any changes to their license plate number or vehicle.
12. Students who fail to follow the rules and regulations regarding driving and parking at school will have their driving privileges limited.
 - a. First Offense: Warning
 - b. Second Offense: Loss of Driving Privileges for One (1) Week
 - c. Third Offense: Loss of Driving Privileges for the Remainder of the Semester
14. ***Parking fees will not be reimbursed as a result of loss of driving privileges**
15. All students who are driving are to **ENTER** and **LEAVE** the parking lot using **ROUTE 34 EXITS ONLY!!**

Student Drop Off/Pick Up

James R. Wood Elementary (JRW)

Arrival: Students who arrive prior to 8:10 a.m. are to go directly to the playground, by walking around the south end of the building to the playground, unless otherwise directed by signs on all common entry doors.

- JRW staff will begin supervising the playground at 7:55 a.m.
- Anyone dropping off children should **not** pull into the diagonal spaces before school since it disrupts the flow of our school buses. Instead, please drop students off while remaining on Maple Street (a one-way street).

Dismissal: Students riding the bus will be dismissed at 2:58 p.m. All other students (Walkers) will be dismissed at 3:03 p.m. in front of the elementary school.

- Parents picking up students in cars are asked to *pull in the diagonal parking spaces and park while they wait for their child.*
- Students will **NOT** be allowed to leave the sidewalk to enter cars that are not parked. This is for your child's safety. We ask that you *do not* park on LaSalle Street or on Magnuson Lane when picking up your child.
- Children in **all** grades will be expected to follow their regular after school routine (walkers, bus rider), unless a change has been made in **PickUp Patrol** or the classroom teacher received a *written note*.
- If there is a change to dismissal plans after 2:30 pm, *please call the office.* Do not email the classroom teacher, as they may not have an opportunity to check email before dismissal.

SMS

Students should be dropped off at the high school south door and also picked up at the high school south door. The middle school lot is used for bus drop off and pick up.

High School

Students can be dropped off at the south end of the building when arriving to school. Students should enter the building through door E (east side cafeteria) or door A (HS main entrance). Students may be picked up at either the north end (circle drive) or south end of the building.

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

Chapter 5-Health and Safety

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

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

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

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

Failure to comply with the above requirements by October 15 of the current school year¹ will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

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

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, Education of Homeless Children, governs the enrollment of homeless children.

Student Medication

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

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

Self-Administration of Medication

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

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

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

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

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

Administration of Medical Cannabis

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

Undesignated Medications

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

Emergency Aid to Students

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

Guidance & Counseling

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

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Safety Drill Procedures

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

Communicable Diseases

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

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

Head Lice

The school will observe the following procedures regarding head lice.

- Parents are required to notify the school nurse if they suspect their child has head lice.
- The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

Chapter 6-Discipline and Conduct

General Building Conduct

Students shall not arrive at school before 7:45 a.m. Classes begin at 8:15 a.m. and students are dismissed at 3:03 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.

Lockers and Book Bags

Students will be responsible for the care of their own personal equipment. Lockers should be orderly. The only items that may be placed in the lockers are articles of clothing, school books or supplies relating to school use, lunches, and personal items that the student needs for school activities.

Backpacks, book bags, purses, etc. should not be carried during the day including to and from PE or Art. Items should be put in the appropriate locations prior to the beginning of the school day.

To maintain order and security in the schools, school authorities may inspect and search student lockers and other school property this includes but is not limited to desks, parking lots, as well as personal effects left in those places, without notice to or consent of the students, and without a search warrant. Lockers will be searched when there is reasonable cause to believe that a law or rule has been broken and that search will reveal evidence of this violation. This statement should be considered "Prior Notice" of locker search procedure. For more information regarding search and seizure, see Board Policy 7.140. Stickers of any type are not allowed on the inside or outside of lockers.

School Dress Code / Student Appearance

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.

- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Student Behavior

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - 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.
 - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - 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.

- 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 a tablet or powdered form.

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 have the prohibited substance, as applicable, in their possession.

1. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar 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 and 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 telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other 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); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. 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.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); 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.
13. Being absent without a recognized excuse.

14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. 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.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, 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; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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.

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference (lunch or after school detention).
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, 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.
15. SOCIAL PROBATION If a student demonstrates that he/she cannot follow the rules of the school the student may be placed on social probation instead of or in addition to receiving another consequence. If a student is placed on social probation, he/she may be suspended from:
 - School or school grounds outside of school hours
 - Attending, as a spectator, any school sponsored event after school hours or on weekends
 - Participation in school social activities such as assemblies, celebrations, ceremonies (i.e., Awards Night, graduation, etc.), pep rallies, picnics, field trips, dances, prom, etc..

A student may, in addition to or in lieu of social probation, be denied the opportunity to participate in athletic and/or extracurricular events as a result of disciplinary action taken against him/her.

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 or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Isolated Time Out, Time Out and Physical Restraint

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

Corporal Punishment

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

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

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 not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(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 may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

Field Trips

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

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

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

Access to Students Social Networking Passwords and Websites

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

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (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.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to consequences.

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

Chapter 7-Internet, Technology, & Publications

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

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

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

Annual Notice to Parents about Educational Technology

Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

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

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts

- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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

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

Chapter 8-Search and Seizure

Search and Seizure

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

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

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

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

Students' Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

Chapter 9-Extracurricular and Athletic Activities

Somonauk Community Unit School District 432 believes in good sportsmanship. It is expected that coaches, advisors, players, students, parents, and fans will demonstrate sportsmanship at all times. In addition to the following rules, Somonauk High School is subject to the rules and regulations of the Illinois High School Association. A list of those rules can be found in the Activities Handbook. Once you are in attendance you may not leave and come back. No loitering in the parking lot.

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

- A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."²
- A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
- Proof the student is covered by medical insurance.
- A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.
- Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois High School Association

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

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in the extra-curricular programs at Somonauk Community Unit School District #432, students must remain academically eligible. Student eligibility is checked weekly and per semester.

- Any student earning one failing grade, will be considered academically ineligible for the week.(Applies to HS & MS) IVVC and online courses apply. (HS ONLY)
- Weekly ineligibility begins on Monday and runs through the following Sunday.
- If an athlete ends the semester having failed one class or more, the athlete will be ineligible for the entire semester following the semester in which the grades were earned. A student in this situation may not participate in a competition at any level but may be allowed to be a member of the team and practice with the team. (HS ONLY)

- At the discretion of the administration, a student may take college courses or high school credit recovery classes and, if he/she receives a C or better, the grade may replace the D or F for eligibility purposes, but the grade will not change the student's GPA. (HS ONLY)

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after 11:30 am is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

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

Travel

All students must travel to extracurricular and athletic activities with his or her team by use of school approved transportation. At the completion of the event or discretion of the coach, a student may be signed out and excused to leave the activity with a parent/guardian. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

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

The student shall not:

- Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
- Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
- Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
- Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
- Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
- Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
- Act in an unsportsmanlike manner;

- Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
- Haze or bully other students;
- Violate the written rules for the extracurricular or athletic activity;
- Behave in a manner that is detrimental to the good of the group or school;
- Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
- Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

Due Process Procedures

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

- The student should be advised of the disciplinary infraction with which he or she is being charged.
- The student shall be entitled to a hearing before an appropriate administrator.
- The student will be able to respond to any charges leveled against him or her.
- The student may provide any additional information he or she wishes for the administrator to consider.
- The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.

If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:

- A specified period of time or percentage of performances, activities or competitions;
- The remainder of the season or for the next season; or
- The remainder of the student's school career.

Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

First Violation

When the principal and the Athletic Director determine that a student has possibly committed one of the offenses listed in Subsection II. A or II. B. above, students will be given a chance to provide a satisfactory explanation. After determining that the student has not provided a satisfactory explanation for the behavior or positive test result, and the offense constitutes the student's first offense during his/her extracurricular career with the Somonauk Community School District #432, the following consequences shall apply:

The student's parent/guardian shall receive, by regular mail, written notice that the student has been found to have committed an offense, the type of offense committed, and the penalty that will be applied.

- The student shall be suspended for 30 consecutive in-season calendar days.
- Any remaining days shall carry over to the student's next activity.
- A student who has committed an alcohol or controlled substance related offense shall enroll in and complete a formal evaluation at a drug treatment facility (with the exception of a student determined to be a violator of the nicotine possession rule). The Principal must receive a copy of the follow-up referral form from the facility before privileges can be reinstated. Recommendations stated on the follow-up referral form must be started before privileges will be reinstated. Any costs associated with the implementation of the recommendations shall be the responsibility of the parent/guardian.
- A student participating in an activity who is serving a suspension from extracurricular activities under this Code of Conduct shall practice with the team during the suspension. The offender shall sit with the team during contests but may not dress in uniform. If there are less than 30 days remaining in the current athletic season, the Activity Board, with consultation from the coach, will determine if the student is to attend the remaining games/practices.

Second Violation

When the Principal and the Athletic Director determine that a student has committed one of the offenses listed in Subsection II. A or II. B. above, after determining that the student has not provided a satisfactory explanation for the behavior or positive test result, and the offense constitutes the student's second offense during his/her extracurricular career with the Somonauk Community School District #432, the following consequences shall apply:

- The student's parent/guardian shall receive, by regular mail, written notice that the student has been found to have committed an offense, the type of offense committed, and the penalty that will be applied.
- The student shall be suspended from participation in all school-sponsored extracurricular activities for one calendar year. At the discretion of the Principal and the Athletic Director, this suspension can be reduced to 90 consecutive in-season calendar days with the completion of 20 hours of community service. The community service hours must be approved by the Principal and/or Athletic Director prior to performing the service. Proof of completion of such service must be provided to one or both of these administrators. All 20 hours of community service must be completed before the athlete may resume competition.
- A student who has committed an alcohol or controlled substance related offense for the first time shall enroll in and complete a formal evaluation at a drug treatment facility (with the exception of

a student to be determined to be a violator of the nicotine possession rule). The Principal must receive a copy of the follow-up referral form from the facility before privileges can be reinstated. Recommendations stated on the follow-up referral form must be started before privileges will be reinstated. Any costs associated with the recommendations shall be the responsibility of the parent/guardian.

- A student who has committed an alcohol or controlled substance related offense for the second time shall enroll in and complete a formal drug/alcohol rehabilitation program (with the exception of students who have been determined to be violators of the nicotine possession or use rule) at the expense of the student and the parent/guardian. The Principal must receive a copy of the follow-up referral form from the facility before privileges are reinstated. Recommendations stated on the follow-up form must be completed before privileges can be reinstated. Any costs associated with the recommendations shall be the responsibility of the parent/guardian.
- A student participating in an activity who is serving a suspension from extracurricular activities under this Code of Conduct shall practice with the team during the suspension. The offender shall sit with the team during contests but may not dress in uniform. If there are less than 90 days remaining in the current athletic season, the Activity Board, with consultation from the coach, will determine if the student is to attend the remaining games/practices.
- A student who has committed an offense is not eligible for Somonauk School District #432 awards or honors in the activities he/she was participating in at the time of the offense.

Third Violation

When the Principal and the Athletic Director determine that a student has committed one of the offenses listed above, after determining that the student has not provided satisfactory explanation for the behavior or negative test result, and the offense constitutes the student's third offense during his/her extracurricular career with the Somonauk School District #432, the following consequences shall apply:

- The student's parent/guardian shall receive, by regular mail, written notice that the student has been found to have committed an offense, the type of offense committed, and the penalty that will be applied.
- The student shall be suspended from participation in all sports and school-sponsored extracurricular activities for the remainder of the student's education in the Somonauk School District #432.

Appeal Process

To appeal the determination that a student has committed an offense punishable under this Extra-Curricular Activities Handbook, a student or the student's parent must submit a letter and any relevant evidence to the Athletic Director within 5 business days after being notified, either orally or in writing, of the offense which the student has been determined to have committed. Written notice sent by regular U.S. Mail will be deemed to have been received by the addressee seven (7) business days after the date it was sent.

Within ten (10) days after receiving such an appeal, the Athletic Director shall convene a committee consisting of the Athletic Director, the Principal, three impartial coaches/advisors. After considering the appeal, the committee shall vote on whether to uphold the determination of the administration regarding the offense and the appropriate consequence. The Appeals Committee may reduce, modify, or eliminate any consequences determined by the administration. Consequences may not be increased as a result of an appeal. Such decision shall be made by majority vote of the committee. If the vote is tied, the determination shall be upheld.

Dance Regulations

- Attendance at school-sponsored dances is a privilege.
- Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as school administration.
- All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.
- Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Procedures for Forming a Club

- To develop a new club, the following process should be followed:
- The proposed club should be submitted to the building principal and superintendent for review.
- A job description of the advisor's role should be outlined along with the meeting schedule, number of projected students, activities for the year and a proposed budget.
- If approved by the building principal and superintendent, the first year the club is initiated, there is no stipend; a log of all hours will be kept with notes of all activities and level of participation.
- At the end of the first year, the building principal and superintendent will determine if the club should continue. If the club is approved, the superintendent will bring the club to the Staff Relations Team and a stipend will be recommended. The second year of the club once approved by the Board of Education will be paid at BS/0.
- If the extracurricular activity is not approved, the advisor may request a meeting with the building principal to discuss the denial of the activity.

Clubs and Organizations: Code of Conduct

Each club and organization will have a code of conduct that every participant must follow. The code of conduct will be created by the advisor and communicated to all participants at the beginning of each school year. All participants and a guardian must sign the code of conduct form to be a part of the club or organization. The code of conduct form will outline expectations for all participants in regards behavior/character as a student and also as a member of the community.

Unexcused Practices and Contests

Guidelines for unexcused missing of practice and contests (Co-op teams will follow the home team policies):

Missed practices - unexcused:

- 1st practice - Coaches discretion, talk to player
- 2nd practice - Miss 1 contest - call parents
- 3rd practice - Appear before the Activities Board before participating in any more contests or attending practices.

Missed contests - unexcused:

- 1st contest - Miss 1 contest
- 2nd contest - Miss 1 contest - parental conference
- 3rd contest - Miss 1 contest – Activity Board meeting, Parent, Student may attend Activity Board meeting. Student may not participate until after the Activity Board meeting decision.
- 4th contest - removal from the team, letter sent home to parents of removal from the team.

Unexcused absences are defined as any absences except those for personal illness/injury, attending family/relatives funerals, school related trips and activities, faith-based activities, and special circumstances that may be excused by the Athletic Director.

The Activities Board will conduct a meeting to review the missed practices, contests, detentions, suspensions or other violations not mentioned in section II.A or II. B consider all evidence and the circumstances involved before deciding what the action of the board shall be. The Activities Board will consist of the Athletic Director, High School Principal, and head coaches/advisors. Whatever the action, parents and students will be notified by phone and in writing by the Athletic Director explaining the decision, and the student shall be told in person of the Activities Board's action by his or her coach/advisor. The Principal will send written notice of the Activities Board's decision to the Superintendent of Schools.

Detentions:

- The second school detention for a participant during an activity season will result in a conference with the Student, Coach, Athletic Director, and Parent.
- The third school detention for a participant during an activity season will result in missing the next game.
- The fourth school detention for a participant during an activity season will result in missing the next game, and a conference with a parent.
- The fifth school detention for a participant during an activity season will result in removal from the team.

Suspensions:

- Saturday or in-school suspension participants placed on suspension shall miss the next scheduled contest following the beginning of the suspension.
- Out of school suspension participants are ineligible to participate/attend practices or contests for the duration of the suspension. If no contests are held during the suspension, the athlete will miss the next 2 contests following the suspension.
- Following the assignment of the Out of School Suspension student and a parent must appear before the activities board before resuming practice or play.

IHSA Mandatory Drug Testing:

All high school athletic teams, in or out of season, are subject to a third-party random drug test per IHSA. Parents and students will be expected to sign a consent form each season giving IHSA permission to administer this test if Somonauk High School is selected. For more information, visit www.ihsa.org.

IHSA Concussion Return to Play (RTP) Policy:

Background: With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires “any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.” In applying that rule in Illinois, it has been determined that only certified athletic trainers and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

Policy: In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play.

For the purposes of this policy, licensed health care providers consist of physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers working in conjunction with physicians licensed to practice medicine in all its branches in Illinois.

Somonauk Injury Return to Play Policy

During athletic participation, whether practice or games, injuries may occur that require some form of medical attention. Somonauk High School employs the part-time services of a licensed athletic trainer. The athletic trainer is the first medical professional to assess and recommend care, based upon the injury that has occurred. If the injury isn't serious enough to warrant immediate physician attention, the athletic trainer will monitor the situation and advise accordingly as to appropriate care and return to athletic participation. Since the athletic trainer is not full-time, injuries may occur outside the hours that the individual is present. In this case, emergency situations will be handled by the coach in accordance with school policies.

If the parents/guardian feels the injury to their son/daughter requires medical follow-up with a physician, then they should exercise this right regardless of what previous care has been provided or recommended by either the athletic trainer or school personnel. If the parents/guardian feel physician services are necessary and the physician identifies restrictions from full participation, then the coaching staff should abide by these restrictions. If the physician identifies a time frame for the restrictions or a date of return, the athlete may resume full participation based on these physician instructions. **If no time frame for restrictions or return to participation date is indicated, then the athlete should secure a written release from the same attending physician prior to return to participation.**

By allowing the return to participation decision when an athlete has been seen by a physician to be based on the judgment of the athletic trainer or school personnel, without specific information from the physician, either written or verbal, you allow decisions to be made that may not be prudent since all medical information may not be readily available for examination prior to this decision. Secondly, if non-trained school personnel are making this medical decision, you may arrive at the wrong conclusion and further injury may occur to the athlete. **For this reason an athlete who seeks medical attention from a physician should be released, through written instructions, by the same physician in order to safely return to participation.**

FEES

Athletic Fee: **\$75.00 PER SPORT with a \$400.00 CAP** at start of season. If uniforms are lost or not returned, additional money will be due for the cost of lost articles. It is the student's responsibility to maintain and return all uniforms. No uniforms, sweat suits, or any other equipment has been given to students. Clean uniforms, belts, warm-up suits, or any other equipment must be returned at the end of the season to the coach or students may not be permitted to try out for another sport until equipment is received or restitution is made.

Athletic fee will be returned if the student is cut from the team, however if the student quits the team or is removed from the team the athletic fee will not be returned.

Chapter 10-Special Education

Education of Children with Disabilities

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

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

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

Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

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

Exemption From Physical Education Requirement

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

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

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

Request for Case Study to Consider Special Education Eligibility

A referral for a case study evaluation to consider eligibility for special education may be made by parents, guardians, school staff and outside agencies.

- The parents, guardian, or outside agency making the referral should contact the school principal or the Director of Student Services. (815-498-2314 ext. 1233)
- The referral may be made in written form or by phone.
- The referral should state:
 1. Child's name, grade and date of birth.
 2. The area of concern such as academics, emotional, health concerns.
 3. A way for the school to best contact the referral source to follow up on the referral.

Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. Access to Classroom for Special Education Observation or Evaluation

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

For further information, please contact the building principal.

Related Service Logs

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

Chapter 11-Student Records and Privacy

Student Privacy Protections: Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- 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/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

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

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent'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/guardian 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.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

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

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

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

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

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

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

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

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

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

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

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

The right to prohibit the release of directory information.

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

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

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

The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

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

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

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

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

Student Biometric Information

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

Chapter 12-Parental Right Notifications

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: Illinois Science Assessment and Illinois Assessment of Readiness.

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

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

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

English Learners

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact Christy Pruski at (815) 498-2314.

School Visitation Rights

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

Pesticide Application Notice

Somonauk Community Unit School District No. 432 has adopted an integrated pest management program that incorporates the guidelines as established Public Act 91-525 for the schools in the district. The district contracts with a professional pest control service to assist the district in maintaining a safe and pest free environment for the students of the district.

Applications are made on the 3rd Thursday of each month throughout the year and are completed when students are not in attendance. Emergency applications are made when situations warrant and only after proper notification.

A copy of the Integrated Pest Management Plan is on file in the Administration Office. Should you have any questions, please contact the Superintendent of Schools. (Telephone: 815-498-2314)

Mandated Reporters

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

Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

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

Parent Notices Required by the Every Student Succeeds Act

Teacher Qualifications

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

- The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- The teacher is teaching under emergency or other provisional status.
- The teacher is teaching in the field of discipline of the certification of the teacher.
- Paraprofessionals provide services to the student and, if so, their qualifications.

Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, contact the building principal.

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

Annual Report Card

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

Parent & Family Engagement Compact

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, contact the building Principal.

Student Privacy

Students have certain privacy protections under federal law. For additional information, contact the building Principal.

English Learners

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

Homeless Students

For information on supports and services available to homeless students, contact the building Principal.

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