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## **NORTH GREENE ELEMENTARY**

**NORTH GREENE DISTRICT No. 3 403 WEST NORTH STREET ROODHOUSE, ILLINOIS 62082**

**JACKIE KUCHY, PRINCIPAL**

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### **Parent and Student Information/Handbook 2021-2022**

**Information about North Greene Elementary**

# North Greene Elementary School

North Greene District No. 3

403 West North Street

Roodhouse, IL 62082

Jackie Kuchy, Principal

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July 15, 2021

Dear Parents/Guardians,

I along with the teachers and staff of North Greene Elementary welcome you to a new school year! We are excited about the continued improvements we are making at NGE this year and ask for your support in promoting our efforts to enhance our students' educational experience.

1. Get to know your school. Become familiar with the classroom locations, school office, library, cafeteria, playground, and other facilities.
2. Get to know the staff. We have wonderful teachers, paraprofessionals, and administration who would love to talk with you about your child and the education they will be receiving here at North Greene Elementary School.
3. Read, study, and learn with your child. Success often depends upon the home environment and the support given by the family.

The foundation for a quality education is formed in the early years of a child's life. It takes the child, the parents, and the school staff working cooperatively to mold a strong foundation for the youth of our community. Therefore, we urge our families to support the school, teachers, and the various programs associated with the school. Meaningful involvement and positive attitudes by all of us will make a vast difference in our children's lives.

There may be a time when additional help is necessary for your child. If such an occasion arises, please come and talk with our staff. In addition to teacher assistance and Response to Intervention, the school also provides classes for students who have special needs including special education and Title I services.

All of us at North Greene Elementary are committed to helping each child become a good citizen of our community. Each child is expected to show respect for all classmates, school personnel, and school property at all times. Proper behavior is expected both within the school walls and at special activities such as field trips and athletic events. Please help us ensure it is a safe and productive year by reviewing the school dress code, discipline policy, and bus discipline policy, which are included in this handout.

As the year progresses, please feel free to contact me if I can be of any assistance. I look forward to working with you and your children to make this another great year at North Greene Elementary!

Respectfully yours,

Jackie Kuchy  
Principal of North Greene Elementary

## **NORTH GREENE UNIT DISTRICT #3 VISION AND MISSION STATEMENT:**

### **VISION**

At North Greene Unit District #3, where all students learn and grow.

### **MISSION**

- Active partnership with parents and community.
- Promoting excellence through a safe and supportive learning environment.
- Guiding students in finding their individualized path to success.

### **REMINDERS FOR FAMILIES**

- Students must have appropriate footwear to participate in physical education.
- Please do not phone your child during school hours unless there is an emergency.
- Your child should not bring distracting articles to school, such as balls, fidget spinners, toys, jewelry, etc.
- Place names on all articles of outer clothing—coats, gloves, hats, caps, sweaters, raincoats, etc. The school maintains a lost and found box in the front hall. Please feel free to investigate if your child loses or misplaces something.

### **PURPOSE OF HANDBOOK**

The intent of the handbook is to outline policies and procedures for parents/guardians and students in hopes of preventing occurrences which would require action by the school. We ask that families please review the contents of the handbook with your students prior to the start of the school year. A parent/guardian will be required to sign the Acknowledgment receipt on the registration form.

### **STUDENT RECORDS RIGHTS**

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to the a student's school records without notice to, or the consent of, the student's parent/guardian.

## SCHOOL CALENDAR 2021 - 2022

August 16	Teacher Institute – No School
August 17	First Day of Student Attendance 8:10-2:45
August 23	First Day of Attendance for Pre-k
September 6	No School – Labor Day
September 17	SIP Day – Early Dismissal @ 11:05
October 1	Progress Reports Go Home
October 11	No School – Columbus Day
October 20	Parent/Teacher Conferences 2:30-7:00 Early Dismissal @ 1:50
October 21	Parent/Teacher Conferences 2:30-7:00 Early Dismissal @ 1:50
October 22	No School – Due to Parent/Teacher Conferences
November 5	End of 1 <sup>st</sup> Trimester
November 11	No School – Veteran's Day
November 12	Report Cards Go Home
November 23	Early Dismissal @ 1:50
November 24-26	No School - Thanksgiving Break
December 10	SIP Day – Early Dismissal @ 11:05
December 16	Early Dismissal @ 1:50
December 17	Early Dismissal @ 12:30
December 18-Jan. 2	Winter Break
January 3	Teacher Institute
January 4	School Resumes
January 14	Progress Reports Go Home
January 14	SIP Day – Early Dismissal @ 11:05
January 17	No School – Martin Luther King Day
February 18	End of 2 <sup>nd</sup> Trimester
February 18	SIP Day – Early Dismissal @ 11:05
February 21	No School – President's Day
February 25	Report Cards Go Home
April 8	Progress Reports Go Home
*April 13-14	No School (Pending the use of emergency days)
April 15-18	No School - Spring Break
*May 6	No School (Pending the use of Emergency Days)
*May 13	No School (Pending the use of Emergency Days)
*May 20	No School (Pending the use of Emergency Days)
May 25	Early Dismissal @ 1:50
May 26	Early Dismissal @ 12:30/Last Day of Attendance
May 27	Teacher Institute

\*\*Dates may change pending use of snow/emergency days. Days will first reduce the number of days planned for Spring Break in April (5 emergency days – April 13 & 14) (May 6, 13, & 20)

## GENERAL INFORMATION

2021-2022

**TIMES FOR STUDENT ATTENDANCE: 8:10 A.M. – 2:45 P.M.**

**FIRST DAY OF STUDENT ATTENDANCE** - School will begin on August 17<sup>th</sup> at 8:10 A.M.

**THE TIME FOR STUDENTS TO ENTER THE SCHOOL GROUNDS IS FROM 7:50 UNTIL 8:10 A.M. ON LATE START MONDAYS IT WILL BE FROM 8:50 UNTIL 9:10.** To help insure the safety of your child, staff will be on duty for supervision. Please do not drop off your children prior to the specified time. Students may enter the building for breakfast from 7:50 to 8:05 A.M. Students who do not eat breakfast will either wait outside as weather permits or report to the gym/multipurpose room. Students are not allowed in the halls or office without special permission.

**SAFE SCHOOL PROCEDURES:**

**Building Access:** North Greene Elementary School has a secured entrance through which all visitors will enter the building. This system has been designed to enhance the safety of all children in our building. Individuals may only be admitted during school hours through the main entrance, which requires office personnel to grant access. All visitors will be asked to sign-in in the main office and will be given a visitor badge that must remain visible.

**Visitor Policy:**

1. **All visitors**, including parents, **must sign in at the office** as in the past.
2. If visitors are volunteering in a classroom, they will be issued a **volunteer's badge** by the office.
3. Visitors failing to present a pass or badge will be asked to return to the office to obtain one of these items.
4. The pass or badge should be returned to the office when you sign out and leave.

**Student Early Pick-up:**

We discourage early pick-up of our students. We believe that all of our school day is important, including the end of the day. However, we do realize that occasionally special circumstances arise. If your child must leave early from school, we ask that you adhere to the following rules:

1. Individuals must stop at the office and request the student be dismissed from the classroom. Office personnel will call the student to the office, ready to leave.
2. Parents are asked to provide a list of people who have permission to pick up their son or daughter from school.
3. No individual(s) other than those on the list submitted to the school by the custodial parent will be allowed to pick up the child early from school.
4. If someone who is not on the list asks to remove a child from the school, we will not comply unless we can reach the parent by telephone or that person has written permission from the parent.
5. The student must be signed out in the office before leaving the building.

**To ensure the safety of our students and staff, individuals picking up students from school will be required to remain in the office waiting area.**

**SHUTTLE BUS INFORMATION:** The North Greene District provides busing for town students from White Hall to Roodhouse and from Roodhouse to White Hall for school attendance only. If students want to ride the shuttle bus to White Hall, for drop off at North Greene High School you will need to be at North Greene Elementary School by 7:45 a.m. The bus will leave at 7:50 a.m. If you live in White Hall and want to ride the shuttle bus to North Greene Elementary, pick up in

the morning will be at the North Greene High School. You will need to be there by 7:35 a.m. The afternoon bus drop off from North Greene Elementary will be at North Greene High School only.

All Jr/Sr High students wishing to ride the shuttle bus to White Hall will enter through the Northeast doors and wait in the Multipurpose Room. They may arrive at NGE at 7:45 a.m.

#### **CHANGES IN TRANSPORTATION:**

To insure the safety of your student, we ask that you keep transportation plans as consistent as possible. If it becomes necessary to change arrangements for your student, please note the following:

1. **Please send a note with your child or call by 12:00 if your student is not to ride the bus home or has a change of plans.**
2. Students without a note or a phone call from the parent will ride the bus home.
3. If a last minute circumstance arises which makes it necessary to intercept your student and therefore he/she does not ride the bus, please come into the office and sign the student out.

#### **PARKING:**

Parking is suggested in the newly graveled lot on Jackson Street. North Street will be one way from Jackson to Spruce Streets from 7:00 A.M. – 4:00 P.M. on school days. If you are dropping students off at the corner of North and Jackson, please encourage your children to use the crosswalks and the safety patrol assistants.

#### **ATTENDANCE REPORTING:**

Consistent attendance is essential to student achievement. North Greene Elementary School encourages all families to support their children and their schools by having their children at school and ready to learn on time every day. If a student is going to be absent from school, a parent or guardian must call the school before 9:00 a.m. on the day of the absence. *(Please see District Attendance Policy on website)*

#### **TRUANCY:**

A chronic or habitual truant is defined as a student who is absent without valid cause from attendance for 5% or more of the previous 180 regular attendance days in school.

Research shows that truancy is a learned behavior. Students who are frequently absent from school at an early age continue to miss school as they grow older. Research also shows that parents who allow their children to miss school without "valid cause" enable their children to be a "chronic or habitual truant". On the contrary students who attend school on a regular basis through their early childhood years later become better academic students with a higher attendance rate.

North Greene Elementary will be implementing a strict attendance program in order to reduce excessive truancy. We will be collaborating with the ROE and District Truancy Officer to enforce our attendance policies and procedures.

**APPROPRIATE DRESS:** Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Students in violation of the dress code will be given an opportunity to correct the violation by changing clothes, shoes, etc. If a change cannot be made, the student may use the telephone to have someone bring the proper attire. *(Please see District Dress Code Policy on website)*

**HOMEWORK:** Students may have homework. Please ask your child, on a daily basis, if he or she has any homework. Assignments should be written in your child's planner for fourth through

sixth grades or placed in their homework folder for grades kindergarten through third grades. Your child will enjoy sharing the day with you, and you will have a good idea of what we are doing here at school. Students not completing assigned homework may be assigned to a supervised Homework Lunch where they will eat and complete missing assignments during their regular lunch and recess times.

**CONFERENCES:** If you feel the need to meet with your child's teacher, please feel free to call the office to schedule a conference. If you feel the matter can be addressed by phone or if you feel more time is necessary, office personnel will ask the teacher to return your call to set up a mutually convenient time. The building principal does not generally attend conferences unless the parent/guardian or teacher requests her attendance.

**ROOM ASSIGNMENTS:** These are finalized by the principal and are guided by input from classroom teachers. Requests based strictly on personal preference will not be taken. If a conflict of interest is believed to be present, the principal should be notified well in advance of the first day of school. Room assignments will not be changed after school has begun unless the building principal deems it necessary.

**REPORT CARDS:** North Greene Elementary operates on a trimester schedule. This means reports cards will be sent home three times during the school year. Progress reports will be sent home with students at the mid-point of each trimester. Parents are notified of the dates through the monthly calendar that is sent home at the beginning of the month.

#### **PBIS PROGRAM – STAR PROGRAM**

North Greene Elementary operates a PBIS (Positive Behavioral Intervention and Support) program entitled STAR (Safe, Tolerant, Accountable, Respectful). Students will earn Starbucks for attendance, homework completion, daily behavior, Kids of Character, Accelerated Reader, MAP scores, and Illinois Assessment of Readiness – just to name a few. The STAR Store will be opened every 6 to 8 weeks for students to spend their Starbucks. This incentive store will have items ranging in category and value and classes will have designated times to visit the store. The STAR program hopes to teach financial literacy while reinforcing positive behavior choices amongst our students.

**CLUBS AND ACTIVITIES FOR NORTH GREENE ELEMENTARY STUDENTS:** 6<sup>th</sup> Boys Baseball, 6<sup>th</sup> Girls Softball, 6<sup>th</sup> Boys & Girls Basketball, 6<sup>th</sup> Boys & Girls Track, and Literary. North Greene Nation Hangout for grades 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup>.

**NORTH GREENE ELEMENTARY BIRTHDAY PARTIES:** In order to preserve as much instructional time as possible, we ask that all birthday parties be limited to 15-20 minutes of the day. Please bring only commercial prepared and sealed products. Items will be opened and distributed to the students by the school staff. **At this time we are going to refrain from allowing family members to attend birthday parties.**

**CALENDAR:** A monthly calendar will be sent home with each student outlining upcoming school activities and events.

**V.A.S.T. Program:** All first time Volunteers will be required to fill out a Criminal Background Check and attend an orientation for the district-wide volunteer program. We welcome parents, family members, and community members to get involved at NGE. Your help is always needed and deeply appreciated! You will be required to do V.A.S.T. training every 5 years..

**VOLUNTEERS:** Teachers will ask for volunteers in their classrooms. Each teacher has a different way of using volunteers and a different idea of the ideal number of volunteers.

Volunteers who perform their services "in the line of sight" of the teacher will not need a background check, according to state law. Volunteers who are given a group of students for whom to be responsible in an area away from the teacher (such as field trips) are required by state law to have a state police background check. **(See Field Trips.)**

**VOLUNTEER GUIDELINES:** It is important volunteers be aware of their function in relation to the total school program. Listed below are a few guidelines to help and assist you in working most effectively with the children and the school in your role as a volunteer.

- Please be prompt and dependable. If you are unable to come, call the office at 589-4623. Teachers depend on volunteers and plan their classroom work around the work that you do.
- Please sign in and out of the office, noting the time you spend in the building. Signing in not only allows us to report these hours to the School Board, but it also lets us know who is in the building in case of an emergency.
- Please maintain a professional attitude with regard to confidential information pertaining to a child or a classroom of children. **No children should be discussed outside the school situation.** It is very important to observe discretion in commenting on school matters, including performance of other volunteers, children, or school personnel. We must be able to count on you in this matter of professional integrity and confidentiality. If you have a concern, please see the principal.
- In all matters, the professional staff is the final authority. A volunteer does not replace the teacher, but offers much needed supplementary service to increase the teachers' effectiveness.
- If you have concerns about your own child, please schedule a conference for a later time. A teacher will be glad to discuss your child at a scheduled time, but will not be able to do so during your volunteer time.
- Wear comfortable, neat, and appropriate clothing.
- Please do not bring small children with you when volunteering.
- Cell phone usage – cell phones should not be used while working with or in presence of children.

**FIELD TRIPS:** As part of the curriculum, classes take field trips from time to time. At registration you were asked to sign a permission slip to allow your student to leave campus on short outings and on day-long field trips. All students must have a signed field trip form to participate in field trips. Your child will be sent home with information regarding the where and when of the field trip. If the trip involves advance purchase of tickets, we will be unable to refund the cost of the ticket if your child is absent on the day of the trip.

**Attending a field trip is a privilege, not a right.** Students may not be approved to attend a field trip or a school-related activity if the student has had academic, behavioral, or attendance issues.

**Chaperones:** Parents may be asked by the classroom teacher to accompany the students on their field trip as a chaperone. We must insist that if you agree to be a chaperone, you ride the bus with the students. The teacher needs assistance in all phases of the trip, including transportation. **Chaperones will be chosen from among volunteers who have had the state police criminal background check and V.A.S.T training.**

These forms are available at North Greene Elementary and the District office.



**LOCKERS:** School lockers are the property of the school. The school is not responsible for items taken from an unlocked locker. The locker is school property and can be inspected by school personnel at any time if there is suspicion of illegal materials in the locker.



**PERSONAL DELIVERIES AT SCHOOL:**

Due to the disruption of the educational process, the schools will accept no personal deliveries for students. This includes, but is not limited to, flowers, balloons, and gifts.

**IPOD/IPADS/LAPTOPS/iMac:** Our school has the ability to enhance your child's education through the use of these items and electronic network. The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. Each student has been given a Student Authorization for Electronic Network Access form that the student and parents sign. The failure of any user to follow the terms of the Acceptable use of Electronic Networks will result in the loss of privileges, disciplinary action, and or appropriate legal action.

**CELL PHONES:** Cell phones and other electronic devices are not necessary during school hours. **If cell phones are brought on school grounds, they must be turned off and put away.** If a device is seen or heard, it will be confiscated. If it is confiscated for the second time, parents/guardians will be required to pick it up from the office. If students choose to bring devices to school, please note they are the student's responsibility.

**AFTER SCHOOL DETENTION:** NGE has made some changes to our discipline policy in accordance with the standards of Restorative Justice. As a result the use of after school detention is becoming less common. However if your student is assigned an after school detention, it will be held from 2:45 p.m. to 3:30 p.m. Students assigned to after school detention are provided a copy of the office referral to take home to their parents that lists the date the detention is to be served (usually the next day). Families are responsible for making their own transportation arrangements after detention. Students are expected to stay on the date assigned unless a parent /guardian contacts the school directly. Students who fail to serve after school detentions will be subject to additional consequences as outlined in our discipline policies.

**SCHOOL CLOSING AND EARLY DISMISSAL:** In addition to the School Messenger system, information such as early dismissal or school closings due to inclement weather will be announced on all Jacksonville and Jerseyville radio stations. Please refrain from calling the school so we can avoid tying up the phone lines on these occasions.

WJBM (Jerseyville) 1480 AM

WLDS (Jacksonville) 1180 AM

WEAI (Jacksonville) 107.1 FM

WJIL/WJOV (Jacksonville) 1150 AM & 105.5 FM

**FIRE, STORM, BUS, AND OTHER EMERGENCY DRILLS:** Students will participate in various emergency drills throughout the school year. We have procedures that concern your child's safety at school relating to train derailments, bomb threats and dangerous intruders. We ask you to encourage your child to take these drills seriously and follow directions from the NGE staff.

**Fire Drills:** Three fire drills are held each year. The first drill is announced, while the last two are not. One will be done in conjunction with the RVFD during Fire Prevention Week in October, weather permitting. Procedures for evacuating the building are posted by the door of each classroom. Children proceed with their teacher to a safe distance from the building and wait for the all clear. Teachers are advised to take their class roll with them in order to account for all students. Classroom doors and windows are to be closed as the building is exited. If necessary, transportation for students and staff to another center will be requested in an emergency situation. Electricity and gas would also be turned off.

**Severe Storm Drill:** The school participates in the state's severe storm drill in early March. Students proceed to the hall outside their classroom and sit Indian-style on the floor with a hard back book to shelter their head if necessary. Classroom doors are to be closed. Students are to be positioned away from glass doors.

The Weather Channel as well as local stations are monitored in the case of severe inclement weather. Flashlights and an air horn will be available in a non-drill situation. Students are not released to go home in the case of severe weather warnings.

**Intruder Drill:** The law requires an annual School Safety Drill in which school personnel review our safety plan with first responders and conduct specific school safety drills. NGE provides ample notice to staff, students and families of the walk-through lockdown drill. The drill is NOT an active shooter simulation but rather an opportunity to practice safety protocols and then discuss those with staff and available first responders.

**Bomb Threat:** Procedures are as above for Fire Drills. Transportation for students and staff to another center will be requested if necessary in a non-drill situation.

**Earthquake:** Students would take cover under a sturdy piece of furniture such as a table or desk, away from windows, bookcases, file cabinets and other heavy objects. Students are to hold onto the desk or table; if it moves, they are to move with it. Everyone is to stay under cover until the shaking stops. All individuals are to be prepared to leave the building when the shaking stops, and stay out until the proper authorities have determined its structural integrity. Electricity and gas would also be turned off. If students are outside, they are to get into an open area away from trees, buildings, walls, and power lines or to the school building if there is no open area. They are to lay down or crouch low to maintain balance.

**Train Derailment:** All students will remain inside. Transportation for students and staff to another center will be requested if necessary in a non-drill situation. Teachers are advised to take class roll with them in order to account for all students.

**Dangerous or Threatening Intruder:** Teachers have been given keys to their classroom doors and, upon notification from the office, have been directed to lock their door and move students to the area in front of the lockers which is out of sight of the classroom door's window. All doors to the building are locked and closed on a daily basis. The center has developed procedures for monitoring visitors to the building and has informed parents of those procedures. Procedures have also been initiated to assure that only authorized individuals have access to individual students in situations where students need to be picked up early.

**SOCIAL WORK / COUNSELING:** North Greene Elementary has a full time certified Social Worker available. If your child is in need of social work or counseling services, please contact the building principal. We collaborate closely with Locust Street Counseling in Carlinville when additional and ongoing support may be warranted. Our district is fortunate to have received additional grant funding from the state for the 2021-2022 school year to expand our mental health services to students as well as families.

**STANDARD ASSESSMENTS:** The state assessment will be given Spring 2022 to 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> graders. In addition, 5<sup>th</sup> grade students will complete the Illinois Science Assessment in April, as well as the mandatory physical education assessment. Our Kindergarten students will be participating in the state-mandated Kindergarten Individual Development Survey.

Throughout the school year many forms of assessment are used to chart progress. Projects, quizzes, reports and class assignments are also utilized to determine the strengths and needs of all our students. Some of these are done on an individual basis and some are done in

groups. Please feel free to contact the office or the teacher for more information about our assessment programs.

**RETENTIONS:** We retain very few students at North Greene Elementary. The decision to retain students is a very serious one and involves conferences between the teacher, principal, and parent(s). However, the final decision to retain a student is determined by the district. The building principal is available to further discuss the retention determination should you have questions.

**FEES:** Throughout the course of the school year fees may be charged for various activities. No child is denied participation in these activities because of an inability to pay. Arrangements for special consideration of the fee must be made with the principal.

Some of the fees charged include: Book Rental, Tech Fee, Lunch Ala Carte, Breakfast Ala Carte, Athletic participation, and charged for lost or damaged school property. On occasion your child's class may take a field trip and a fee may be requested. We try to minimize costs as much as possible and will attempt to notify you as soon as any changes occur.

To determine if fees be waived, we have a new Household income form that will need to be filled out and turned in to the office. Please ask in the office for a specific list of fees.

**FOOD SERVICE PROGRAM:** We are pleased to inform you that ALL CENTERS in the North Greene District will be participating in the CEP program with the National School Lunch and School Breakfast Program. What this means is all enrolled students are eligible to receive free breakfast and lunch at school at **no charge**. This will not include any extra Ala Carte purchases. No application will need to be submitted. For this program to be successful in our district please encourage your child to eat at school.

A La Carte Charge per item .60

Milk .30

Students will be allowed to enter the building to eat breakfast at 7:50 a.m. Students will **not** be served in the cafeteria after 8:05 unless some special circumstance exists such as a late bus arrival. Instead they will be given a bagged breakfast to take to the classroom. All students eating breakfast should be ready to leave the cafeteria by 8:05 a.m. in order to arrive in class on time. Students will remain in the designated breakfast area until dismissed to class at 8:05.

**LUNCH:** All centers in the North Greene District have the automated lunch system. Please feel free to pay by the week or month at any center. All money is kept in a family account. With the new CEP program bills will not be mailed out monthly. Your child will only be charged for any ala carte or milk purchased. You can access skyward or call any center to see the amount owed on your child's account. Your child will not be allowed to purchase extra food if \$-10.00 or more is owed.

**STUDENT WORKERS (Grades 4-6):** If you do not wish your child to be a part of this program, please contact his/her teacher. Students assist in the cafeteria by working tables, helping with dishes, and serving items.

**BUS EXPECTATIONS:** Students will follow the required rules on the bus. Bus drivers will report these infractions to the principal and a copy of the bus driver's report will be sent to the parents. Damage by a student to a bus will be paid by the student and the parents. No bus students will be allowed to stay in town or change buses unless the office receives notification from the parent to do so. No town students will be allowed to ride a bus unless the office receives notification from the parent. **Please read carefully the Bus Rules and the Bus Discipline Policy, which is on our website: [www.northgreene.com](http://www.northgreene.com)**

**ELECTRONIC RECORDINGS ON SCHOOL BUSES:** Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State Law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

**PHYSICAL AND DENTAL EXAMS:** Physical exams are required by the state of Illinois for grades Pre K, Kindergarten, Sixth and Ninth. Dental Exams are required by Illinois law for grades Kindergarten, Second, and Sixth. Pre K and Kindergarten students need up to date immunizations and Sixth graders need proof of a Tdap booster as well. Proof of exam and a birth certificate must be given to the school at least by October 15. Students who do not have proof of up to date immunizations will not be allowed in school after October 15. All 6<sup>th</sup> graders are required to have a physical. If your child plans on participating in any sport both physical forms must be filled out. (DHS & IHSA) in order for the physical to be considered a sports physical.

**IMMUNIZATIONS:** Must be completed by October 15<sup>th</sup>. North Greene Unit District No. 3 announces that "Parent(s)/guardian(s) of students shall present proof of a health examination by a licensed physician and of having received the immunizations against and screenings for preventable communicable diseases, as required by the Department of Public Health rules: (1) within one year before entering kindergarten or the first grade; (2) upon entering the sixth grade and ninth grades; and (3) whenever a student first enrolls in school within the District, regardless of the student's grade."

**MEDICINE TAKEN AT SCHOOL:** Should your child require medication to be taken at school, a medication form must be obtained from the nurse on each occasion, completed by the parent, and returned to be filed in the nurse's room. All medication must be in the original prescription container and instructions must be clearly marked. All medication must be brought to the nurse where it will be kept in a locked cabinet. For more detailed information, please see District's Administering Medication Student Policy.

**HURT OR SICK AT SCHOOL:** Students who are injured or sick while at school are to notify their teacher or the adult on playground duty immediately, so that the proper care can be given to each individual child. If your child has a fever of 100 degrees or higher, we will notify you and ask you to take them home.

**ILLNESS:** Students should be fever-free for 24 hours before returning to school. We require an excuse from the doctor if your child is to be excused from participation in recess or P.E.

**SUPPLEMENTAL INSURANCE:** The school district offers the option of a supplemental student insurance for which the parent is able to apply at a low cost to students. Students are able to purchase supplemental insurance when they register for school. However, students may purchase supplemental insurance at any time during the year. If needed, please come to the office to complete the necessary forms.

**HOME GAMES:** We host a limited number of athletic events at our building, but when there is a game, the following procedures and rules should be followed:

1. Refreshment stand is open in the all-purpose room ONLY before the game, during half

- time, and between games. The north gym door is the entrance to the stand.
2. Drinks will not be allowed out of the refreshment area.
  3. Students should remain seated during the game and leave only during half time and between games.
  4. No one should be on the playing floor at any time during half-time etc.
  5. Your parents sent you to watch the ball game. Therefore, being outside during the game will not be allowed. Once you leave, you may not return.
  6. Due to fire regulations, no one will be allowed to stand along the walls or in the doorway.
  7. If for any reason you are requested to leave the game, you may not be allowed to return to any other game.
  8. The Principal or designee will be on duty during all home games.
  9. Stomping and kicking the bleachers is not allowed. Also, please help us keep refreshment area and the gym clean.
  10. Restrooms to be used are in elementary wing just east of the all-purpose room. Other areas of the school outside the games are off-limits.
  11. Remember that students from the other school are here as our guests and should be treated as we would like to be treated. Be good sports at all times.

## **DISCIPLINE POLICIES AND PROCEDURES**

***Please see our website [northgreene.com](http://northgreene.com) to see our complete handbook.***

## **NORTH GREENE BOARD OF EDUCATION**

**PRESIDENT:** Mrs. Stacey Schutz  
Mrs. Casey Kallal  
Mrs. Rochelle Malin  
Mr. Kevin Nichols  
Mr. Cale Hoesman  
Mrs. Karen Daniels  
Mr. Casey Nell

## **NORTH GREENE UNIT DISTRICT #3 UNIT OFFICE**

<b>Superintendent:</b>	<b>Mr. Mark Scott</b>
<b>Board Secretary:</b>	Mrs. Barbara Neece
<b>Bookkeeper:</b>	Ms. Tiffany Mumford
<b>Payroll Clerk:</b>	Mrs. Karen Schroeder
<b>Location:</b>	Unit Office North Greene Unit #3 250 E. Sherman White Hall, Illinois PHONE: 217-374-2842 FAX: 217-374-2849

## **REGIONAL OFFICE OF EDUCATION**

<b>Regional Superintendent</b>	<b>Mrs. Michelle Mueller</b>
<b>Asst. Superintendent:</b>	Mr. Chad Hoesman
<b>Office Secretary:</b>	Mrs. Penny Brannan
<b>Bookkeeper:</b>	Mrs. Tara Dawdy
<b>Truancy Officer:</b>	Mr. Donnie Allen
<b>LOCATION:</b>	100 Lincoln Street P.O. Box 409 Jerseyville, Illinois 62052 618-498-5541

## ***NORTH GREENE ELEMENTARY***

<b><u>Position</u></b>	<b><u>Name</u></b>
Principal	Mrs. Jackie Kuchy
Secretary	Mrs. Amy Cox
Secretary	Mrs. Becky Gilmore
Pre-K	Mrs. Trista Carter
Pre-K	Mrs. Lacie Ralston
Kindergarten	Mrs. Carol Evans
Kindergarten	Ms. Kyle Pohlman
Kindergarten	Mrs. Nina Schleeper
Grade One	Miss Maura Barfield
Grade One	Miss Susanna Sagez
Grade One	Miss Renda Stone
Grade Two	Miss Nikki Schramm
Grade Two	Mrs. Sabrina Symes
Grade Two	Mrs. Heather Witt
Grade Three	Mrs. Lindsey Coultas
Grade Three	Mrs. Jody Haskell
Grade Three	Mr. Nick Sharrow
Grade Four	Miss Erin Bauler
Grade Four	Mrs. Laura Bell
Grade Four	Miss Kaitlyn Moore
Grade Five	Mrs. Lisa Pohlman
Grade Five	Mrs. Julie Ruyle
Grade Five	Mrs. Meredith Schenck
Grade Six	Mr. Damon Carroll
Grade Six	Mrs. Brenda McElligott
Grade Six	Mrs. Mary Wright
LBS1	Mrs. Wendy VanGiesen
LBS1	Ms. Sarah Jennings
LBS1	Mrs. Brandy Lawson
LBS1	Mrs. Lilly Beams
LBS1	Miss Jessica Morr
LBS1	Miss Alexandra Callier
Speech Therapist	Mrs. Samantha Dixon
Speech Therapist	Mrs. Nicole Ontis
Title 1	Mrs. Tiffany Rogers
Title 1	Mrs. Kearsta Pruitt
Social Worker	Mrs. Lecie Brannan
Paraprofessional	Mrs. Stacey Beams
Paraprofessional	Mrs. April Coad
Paraprofessional	Mrs. Michelle Early
Paraprofessional	Mrs. Amy Newton
Paraprofessional	Mrs. Jamie Roberts
Paraprofessional	Mrs. Carol Robison
Paraprofessional	Mrs. Anita Ross
Paraprofessional	Mrs. Sandy Speaker
Paraprofessional	Mrs. Rebekka Wingler
Paraprofessional	Mrs. Penny Vortman

Nurse	Mrs. Debby Morrow
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Head Cook	Mrs. Patty Damm
Cook	Mrs. Lynnellen Briggs
Cook	Mrs. Beth Kessinger
Cook	Mrs. Jennifer Jennings
Custodian	Mr. Logan Guthrie
Custodian	Mrs. Judy Whited
Custodian	Mr. Marty Ross



# North Greene Elementary School Supply List 2021-2022

## PRE-K HALF DAY AM/PM

- 1-long sleeve shirt
- 1-short shorts
- 1-pair of pants
- 2-pair socks
- 1-pair of socks
- Place Clothes in Ziploc bag
- Large Backpack- NO SMALL BACKPACKS

## Please put name on all items

### Kindergarten

- 1 Box (12) Ticonderoga Pencils
- 3 Box of 24 Count Crayola Brand Crayons
- 8 Elmer's Glue Sticks
- 1 Set Classic Crayola Markers
- 1 Set Dry Erase Markers multi-colored FINE POINT
- 1 pkg. multi-colored Construction paper
- 1 pkg. of any color copy paper (no white)
- 2 Large Box Kleenex
- 1 Backpack (no wheels) (w/Name)
- 1 Large Box Ziploc
- 1 Small box Ziploc
- 1 Rest towel (w/Name) NO MATS
- 1 School Box (w/Name)
- 1 Headphones in a Ziploc Bag with name NO EAR BUDS
- 1 Set Crayola Brand Watercolor Paint Set
- 3 Clorox Wipes
- 1 Fiskars Brand Scissor (w/Name)
- 1 2 in 3 ring binder (w/Name)
- 1 Change of clothes (w/Name)

### Grade One

- 2 Boxes Crayons (18 or 24)
- 1 Pkg. Pencils sharpened
- 2 Elmer's Glue Sticks
- 1 Box Watercolors
- 2 Large Erasers
- 1 box pencil topper erasers
- 1 Scissors
- 3 Pkg. Black Expo Dry Erase Markers
- 2 Large Box Kleenex
- 1 Plastic School Box, 5" x 8"
- 1 Spiral Notebook
- \*1 Headphones in a Ziploc bag with name (NO EARBUDS)

- Boys – Quant Ziploc Bags
- Girls – Gallon Ziploc Bags
- 1 Container Clorox Wipes
- 1 Baby wipes & Hand Sanitizer
- 1 set if extra clothes (pants, shirts, underwear, pe shoes.)
- 1 Backpack (must fit in locker – NO WHEELS)

### Grade Two

- 6 Large Erasers
- 6 Glue Sticks
- 3 Large Box of Kleenex to be shared
- 10 Black expo dry erase markers
- 1 Set of Washable Markers
- 1 Zipper Pouch for 3 ring binder
- 2 Box of 24 Crayons
- 2 Box of 12 Ticonderoga pencils shared
- 1 Backpack (No wheels-must fit in locker)
- 1 Pointed Fiskars Scissors
- 3 Container Clorox Wipes
- 1 Headphones in a Ziploc Bag with name
- 1 Pencil box
- 1 Box Gallon Ziploc – Boys
- 1 Box Quant Ziploc – Girls

### Grade Three

- 2 Double Pocket Folders
- 1 Spiral Notebooks
- 24 #2 Ticonderoga Brand pencils - to be shared
- 2 Set Dry Erase Markers
- 8 Glue Sticks
- 1 Elmer's liquid glue
- 1 Sharp Scissors
- 1 Box Crayons & 1 box of colored Pencils
- 1 Pencil Box
- 4 Erasers
- 1 zip –up Pencil pouch (clear front)
- 2 Boxes of Kleenex to be shared
- 1 Container of Clorox Wipes
- 1 Headphone/Ear buds in Ziploc Bag with name
- Highlighter
- 1 pkg. Post It Notes
- 1 clean sock or dry erase eraser
- 1 Gallon bag – Boys bring
- 1 Quant bag – Girls bring

### Grade Four

#### MOST SUPPLIES WILL BE SHARED

- 2 pencil pouches NO BOXES
- 1 pkg. pencils (sharpened)
- Erasers and Sharpies
- 2 sets of ear buds or headphones
- 1 pkg colored pens
- 1 pkg colored paper
- 1 sketchbook/pad (unlined paper) or wide ruled notebook
- 1 box markers or crayons
- 1 pkg. regular dry erase markers

- 2 pkgs. "Post it notes
- 1-1in binder
- 2 plastic folder (any color)
- 1 – 1.5 inch binders
- 1 Plastic folder
- 3 Boxes of Kleenex
- 3 packages of Clorox wipes
- 3 rolls paper towels
- 1 bottle hand sanitizer
- Scissors

### Grade Five

- Scissors
- 6 Glue sticks
- 1 Box of crayons
- 2 Hand sanitizer – Girls
- 2 Clorox Wipes - Boys
- 2 Kleenex
- Highlighter
- Pencil pouch (no boxes)
- Colored pencils
- 1 Box of markers
- 5 spiral notebooks
- 5 Dry eraser markers
- Pair ear bud in Ziploc bag
- 5 folders
- 1 composition notebook
- 1 roll paper towels
- 1 Index Cards
- 1 Ziploc Bags (gallon Size)
- Pencils (regular)
- Pencils (mechanical)
- Hand Pencil Sharpener

### Grade Six

- 2 Pack of Multi colored Highlighters
- 2 Pairs Ear buds in baggy
- 1 set Colored pencils (24 ct)
- 2 pkg. mechanical pencils
- 4 pkg. of lead refills
- 2 big erasers
- 1 large Pencil pouch (no Boxes)
- 1 Packages Glue Sticks & Bottle of Glue
- 4 Dry erase markers (fine tip)
- 4 spiral notebooks:
- red/blue/yellow/green/purple single subject
- 5 Plastic Pocket folders with binder holes:
- red/blue/yellow/green/purple
- 1 dry eraser or sock
- 2 Box of Kleenex
- 1 Calculator- four function Basic
- 1 pr scissors
- 3 pack of Clorox wipes – Boys
- 1 Gallon Ziploc bags - Boys
- 1 Sandwich Ziploc bags – Girls
- 3 bottles of Germ X – Girls
- 2 Rolls of Paper Towels
- 1 pack of Post-it-Notes
- 2 Packages 3x5 Index Cards
- 1 ½ in. Binder

## Cross Cat. Special Ed. Lawson & Wallace

- 4 large erasers and 24 pencils
- 1 box of Crayons or colored pencils
- 1 box washable markers
- 4 dry erase markers
- 2 pairs of ear buds or headphones
- 3 box of Kleenexes
- 1 glue bottles
- 2 container of Clorox wipes
- 2 bottle of hand sanitizer
- 1 of each blue/yellow /green folder
- 1 of each blue/yellow single subject notebook
- wide rule
- 1 folder of choice
- 1 Dry Eraser
- 1 Pair Scissors
- 1 pkg Ziploc quart bags
- 1 pencil box or pouch

## Cross Cat. Special Education - Jennings

- 2 Large Erasers
- 1 Box Crayola Brand Crayons
- 1 Set of Dry Erase Markers
- 1 Plastic School Box (5" x 8")
- 2 Boxes Kleenex
- 1 Bottle of Elmer Glue
- 4 Glue Sticks
- 6 #2 Pencils
- 1 Spiral Notebook
- Backpack or tote bag
- 1 Box Washable Markers
- 1 Folder
- 1 Set of Earphones in Ziploc Bag with name (NO EARBUDS PLEASE)
- 1 Box Gallon Ziploc Bags
- 1 Pkg Wet Wipes

## Cross Cat. Special Education - Morr

- 1 Backpack regular size
- 9 Boxes of Kleenex pop-ups
- 1 Box Ziploc gallon
- 3 Glue Sticks
- 2 pkg. of sticky back Velcro
- 3 containers Clorox disinfecting wipes
- 2 pkgs. 8 ½ x 11 White Cardstock
- 1 bottle of Germ-X
- 1 4 pkg. of AA batteries
- Change of Clothes

### P.E.

- Tennis shoes and socks for P.E. ONLY
- Extra pair of socks
- Deodorant (4<sup>th</sup>-6<sup>th</sup>)

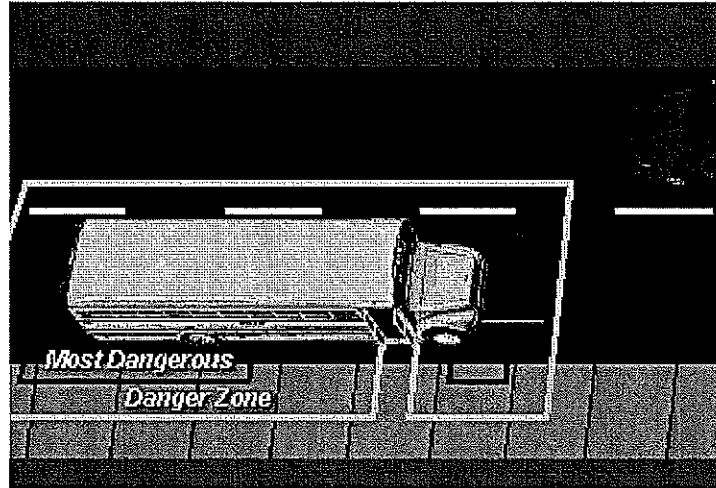
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\*\*We recommend that each child have a backpack so he/she will get in the habit of carrying it back and forth each day. Please no backpacks with wheels.

\*Please make sure to label your child's items with their names.

## **Operational Services**

### **Administrative Procedure - School Bus Safety Rules**



The Building Principal shall distribute the following rules to all students. Those students not qualifying for school bus transportation to and from school should receive a copy because they may from time-to-time be transported to school activities by school bus.

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.
12. Never run back to the bus, even if you dropped or forgot something.

Additional resources follow:

## **Students**

### **Bus Conduct**

All students must follow the District's *School Bus Safety Rules*.

### **School Bus Suspensions**

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

### **Academic Credit for Missed Classes During School Bus Suspension**

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

### **Electronic Recordings on School Buses**

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.  
105 ILCS 5/10-20.14, 5/10-22.6, and 10/  
720 ILCS 5/14-3(m).  
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities),  
7:170 (Vandalism), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230  
(Misconduct by Students with Disabilities), 7:340 (Student Records)

ADMIN. PROC.: 4:110-AP3 (School Bus Safety Rules)

ADOPTED: January 22, 2008; REVISED: June 20, 2012; January 21, 2015; Oct. 21, 2015; April  
20, 2016

## DISTRICT-WIDE DRESS CODE

The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that, in the principal's judgment, may cause disruption of or interference with normal school operations.

1. The district prohibits pictures, emblems, or writings on clothing, apparel, or jewelry that are lewd, offensive, or vulgar, or which advertise, or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited by the district's alcohol and drug abuse policy.
2. No head covering, curlers, bandanna, cap or hat shall be worn in the building during school hours. **(HIGH SCHOOL:** No caps or hats shall be **carried** on the person of any student in the building during school hours (7:30 a.m.-3:30 p.m.). It is understood that women may wear headbands in association with a particular hair style. This situation will be subjectively decided by the Principal or his designee. With teacher permission students may wear head coverings **off campus** at school sponsored events or at the job site of a vocational program.)
3. **Short shorts are not allowed in grades 7-12.** Pants must fit around the waist. No sagging pants, slacks or shorts will be allowed. Undergarments should not be seen. **Shorts, pants, skirts, and dresses must be at the knee.**
4. Slit garments or excessively light garments shall not be worn.
5. Tank tops are not allowed and shall not be worn as outer garments. Blouses or shirts that are lower in the back or sides than the bottom of the armpits are not acceptable. The midriff should not be exposed. Undergarments should not be seen.
6. Appropriate footwear shall be worn. Sandals with a strap across the heel or back are preferable to slides, shower shoes, or flip-flops for safety reasons.

Students may be asked to remove jewelry, earrings, etc., if the principal feels they are a distraction in the classroom. Students in violation of the dress code will be given an opportunity to correct the violation by changing clothes, shoes, etc. If a change cannot be made, the student may use the telephone to have someone bring him/her proper attire. If the violation is not corrected, the student will not be allowed to go to class. Any student sent home for dress code violations will receive unexcused absences for the classes missed. The dress code rules shall apply through the last day of school.

## Students

### Administrative Procedure – K-12 Attendance Policy

Consistent attendance is essential to student achievement. North Greene Unit District No. 3 encourages all families to support their children and their schools by having their children at school and ready to learn on time every day.

- A. **ATTENDANCE REPORTING:** If a student is going to be absent from school, a parent or guardian must call the school before 9:00 a.m. on the day of the absence. If a parent or guardian knows in advance that student is going to be absent from school they may call the school prior to 4:00 p.m. on the day preceding the absence to report the absence. If the parent/guardian and school were not in telephone contact regarding an absence, a student must bring a written note from a parent or guardian to the school to indicate the dates the student was absent and the reason for the absence. Parents are asked to avoid generic statements such as "my child was sick." In the case of illness, please state clearly the nature of the illness. This allows our staff and school nurse to better serve your child and allows us to keep legally correct attendance records. This note should be brought to the building office.
- B. **PARENT CONTACT:** State law requires the district to contact parents within two hours after the Principal's office has been notified by the classroom teacher of a child's absences. If parents have failed to contact the school by 9:00 a.m. and the school has been unable to reach the parent at home, the parent may be contacted through their work or emergency number.
- C. **EXCUSED ABSENCES ARE ILLNESS, DOCTOR/DENTIST APPOINTMENTS, SERIOUS ILLNESS OR DEATH IN THE IMMEDIATE FAMILY, FAMILY EMERGENCIES AS DETERMINED BY THE PRINCIPAL, OR COURT APPEARANCES.**
  - 1. Students are allowed 10 verified, excused absences each year as defined above
    - a. following the parent/guardian contacting the school before 9:00 a.m. on the day of the absence;
    - b. the school making a contact to a parent/guardian if the school has not been notified by 9:00 a.m.;
    - c. the student bringing to the school office a signed note from the parent/guardian stating the reason for the absence on the preceding day(s).
  - 2. An absence due to a doctor/dentist appointment is verified by a note from the doctor/dentist stating the date and time of the appointment.
  - 3. An absence due to serious illness or death in the immediate family or a family emergency is verified by a note from the parent/guardian stating the reason necessitating the absence from school. (Immediate family is defined as parents/guardians, grandparents, siblings, spouse, in-laws, aunts/uncles and first cousins.)
  - 4. An absence due to a court appearance is verified by presenting the order to appear notice or a note from the courthouse clerk's office to school officials.
  - 5. Absence for doctor/dentist appointments, court appearance, or serious illness or death in the immediate family will not count toward the semester limit of 10 days provided the proper notification procedures as stated above have been followed.
- D. **UNEXCUSED ABSENCES:** Student absences will be unexcused if:
  - 1. A parent/guardian contact is not made on the day of an absence or if the parent/guardian signed note of verification is not sent to school upon the student's return.
  - 2. Students have exhausted their 10 excused absences and verification of absence is not or cannot be provided.

## E. LIMITATIONS AND RESTRICTIONS:

1. For an EXCUSED absence, students will have as many days as they were absent to make up work missed. Work that was assigned prior to, but was due during an excused absence will be due upon the student's return to school.
2. For grades K through 6<sup>th</sup>, students who are absent a portion of the day may be considered absent based on the percentage of the day missed.
3. At grades 7 through 12, absences for individual periods will accumulate until they can be counted as either ½ or full day absences. For example, 2 to 4 individual period absences will be counted as ½ day absence. Five or more individual period absences will be counted as full day absence.
4. Students are not allowed to participate in an extracurricular event if:
  - a. He/she is absent from school because of illness for the entire day or arrives after 9:00 a.m.;
  - b. He/she is serving an in-school suspension assignment, an out of school suspension, or has failed to serve an assigned detention.

## F. LEAVING THE CAMPUS DURING THE SCHOOL DAY: North Greene Schools operate on a closed campus. Students must stay on school grounds from the time of their arrival until time of dismissal. If for any reason it is necessary for a student to leave during the regular school day, he/she must obtain permission from the office or be automatically unexcused. If a student becomes ill during the school day, the school nurse or office personnel will make recommendations concerning the best welfare of the student and notify the parents if the student should leave school. Any student leaving the building at any time must sign out through the Office. If school personnel determine the student should leave school, the absence is considered excused.

## G. TARDY POLICY: Students are expected to arrive at school and class on time. Being prompt to school is an important aspect of parent and student responsibilities. An excused tardy pass will be issued to a student who has a legitimate reason for having been late to school or to a student having been detained by the school office, faculty member, or school nurse by the detaining faculty member only.

## H. NOTIFICATION TO PARENTS: The Illinois School Code defines chronic truancy as a child...who is absent without valid cause from school attendance for 5% or more of the previous 180 regular attendance days. The Truancy Counselor and Principal will notify the parents in writing when a student is nearing the 5% absence mark. If absences and/or tardiness without valid cause still occur, the parents and students may be referred to the Regional Office of Education's Truancy Review Board. That Board may make further referrals to the State's Attorney if excessive absences continue.

## I. EXEMPTIONS/SERVICES: Students who are determined by appropriate school personnel to be eligible for a home/hospital program shall not be subject to this policy. In addition, students with disabilities who either have an accommodation plan or an individual education program (IEP) shall be considered by the team which developed the accommodation plan or IEP if accommodations are needed concerning this policy. Supportive services shall be made available to students who are chronically truant as defined in the Illinois School Code. These services include, but are not limited to the following:

1. Student/counselor and/or student principal conference.
2. Phone calls and/or letter parents/guardians
3. Parent/counselor and/or parents/principal conference
4. Referral to truant officer
5. Consideration of alternative placements
6. Referral to social service agencies.

## J. Nothing in this policy precludes the district from requiring a physician's excuse when the illness or condition may be contagious or communicable.

## **Students**

### **Student Behavior**

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

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

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
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.

#### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement,

or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept 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. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 7. 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.
- 8. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- 9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.



10. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
12. Entering school property or a school facility without proper authorization.
13. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
14. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
15. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
16. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
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 unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
20. 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.

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

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

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

#### Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or

encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

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

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

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

#### Weapons

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

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners

Identification Card Act (430ILCS65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/241).

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

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

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

#### Re-Engagement of Returning Students

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

#### Required Notices

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

#### Delegation of Authority

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

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

#### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

## Students

### Administrative Procedure - North Greene Elementary Student Behavior Grade Pre-K through 2

We want your child's educational experience to be a very positive one. In order for your child to get the most out of his/her school day, good classroom discipline must be maintained. Teachers will maintain their own set of classroom expectations in accordance with the districtwide PBIS program, and will be primarily responsible for the discipline in their own classrooms. However, in some instances it may become necessary for the principal, head teacher, or school social worker to become involved in your child's discipline. At the time when someone other than the classroom teacher needs to become part of the child's school discipline, the following steps will possibly be implemented. Extreme and repeated instances may result in immediate suspension or recommendation for expulsion to the Board. Intervention can be implemented at any level if the teacher has already implemented prior steps. It is understood that the administration reserves the right to alter disciplinary procedure on an individual basis, as appropriate to a particular situation.

Discipline has been divided into three categories:

**I. Level I actions are:** violation of classroom rules set by the teacher, violation of playground rules set by the teacher or aide, profanity and non-violent bus situations.

If the student is considered by a faculty member to have misbehaved in this category, the following guidelines will be followed:

1st alternative: Parent referral letter and possible telephone call, detention, verbal warning/counseling, subject to loss of recess and possible after school detention. After the third detention for the same offense, an after school detention, or in school suspension may be given.

2nd alternative: Parent referral, loss of playground privileges, possible conference with all concerned parties to gather input and determine plan for action. Possible referral to social worker, loss of school privileges, after school detention, in school suspension, or possible Referral to RtI Problem-solving Team.

Isolation is removal from the regular class and assignment to another setting where assignments can be worked on. Student cannot attend after school activities if they have been in isolation. In school suspension will be served at the North Greene Jr. Sr. High with transportation provided for the student.

Extreme or repeated Level I actions may be interpreted as Level II or III.

**II. Level II actions are:** Bullying behaviors such as teasing, taunting, threatening or indirect bullying behaviors that would socially isolate another through intentional exclusion, property damage, gross vulgarity, defiance, disrespect of flagrant disobedience and use or possession of tobacco or smoking materials. Physical violence or harming another person are automatic 3rd alternative actions. If a student is seen as misbehaving in this category at school or during a school trip, the following guidelines will be utilized:

1st alternative: Parent referral, possible in school suspension, parent conference, possible loss of school privileges, or after school detention.

2nd alternative: Parent referral and conference, possible after school detention or in school suspension for two days, possible loss of school privileges, referral to social worker.

3rd alternative: Parent referral and conference, possible suspension, loss of privileges for two weeks, referral to social worker or school psychologist for observation and possible educational/behavioral evaluation; removal from class pending parent conference and referral to RtI Problem-solving Team.

### **III. Level III actions and their consequences are:**

1. If a student is found selling or transferring drugs on campus, the student will be given an immediate 1 day suspension, plus 9 days of in school suspension, contraband will be confiscated and law authorities will be called and recommendation for expulsion will be made to the Board.
2. If a student is found possessing or under the influence of alcohol, drugs, or drug look-alikes on school grounds, the following action may be taken:

1st violation: The student will be given a choice of the following:  
OPTION 1: 1 day suspension and 9 days of in school suspension and notification of parents and authorities with recommendation for expulsion to the Board.

OPTION 2: The student will be given a 7 day in school suspension and notification of parents and law authorities, if he/she is assisted by a substance abuse professional. The school will assist by providing names of agencies the student may choose to contact, or the student may select another professional service approved by school personnel.

2nd violation: 1 day suspension plus 9 days in school suspension with recommendation for expulsion to the Board and the appropriate law authorities will be called.

3. Possession of a firearm or any object which may be considered or used as a weapon:  
10 day suspension, confiscation of the firearm or weapon, notification of law authorities, and recommendation for expulsion will be made to the Board. A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school, shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the Board on a case by case basis.
4. Striking, threatening or attempting to harm any employee of this school district: 3 day suspension plus 7 days in school suspension with recommendation for expulsion will be made to the Board. Law authorities will be called.
5. Any action, which in the opinion of school authorities constitutes gross disobedience or misconduct as defined by Board policy, a copy of which is included in this handbook may result in any permissible disciplinary action, including but not limited to suspension or expulsion.

## **Students**

### **Administrative Procedure – North Greene Elementary Student Behavior Grades 3, 4, 5, and 6**

The following discipline procedures are used to attempt to have students correct their behavior through the use of the least severe forms of punishment possible. While they attempt to indicate the consequences of specific student misconduct at the North Greene Elementary, the consequences set forth below are entirely permissive and they do not limit the school's authority to suspend or expel students for behavior which the school's authorities consider gross disobedience or misconduct as defined in this handbook or in Board policy. It is possible that extreme or repeated instances of any of these actions may result in immediate suspension or recommendations for expulsion to the Board. It is understood that the administration reserves the right to alter disciplinary procedure on an individual basis, as appropriate to a particular situation.

1. Failure to serve detention assigned by teacher or principal
  - 1st violation – Verbal warning
  - 2nd violation – 1 after school and 2 structured days
  - 3rd violation – 5 structured days and 1 character connection
  - Further violation will result in in school suspension or out of school suspension
2. Noncompliance or removal from assigned discipline (After School Detention or In School Suspension)
  - Detention 1<sup>st</sup> violation – 1 after school detention and 2 structured days
  - Detention 2<sup>nd</sup> violation – 5 structured days and 1 character connection
  - Detention 3<sup>rd</sup> violation – 1-3 days in school suspension
  - In School Suspension 1<sup>st</sup> violation – 1-3 additional days in school suspension/completion of assigned and 2 character connections
  - In School Suspension 2<sup>nd</sup> violation – 3 days out of school suspension
3. Upon the accumulation of a total of more than 20 detentions served (per trimester), parents will be contacted and 5 days in school suspension will be assigned. Any act of gross disobedience or misconduct as defined by the District's student discipline policies, a copy of which is included in the student handbook may result in any permissible disciplinary action, including but not limited to expulsion.
4. Failure to be at assigned location without school's permission, including assigned classes, not signing out in the school office and leaving the school grounds: Leaving the school grounds without permission:
  - 1st violation – 2 structured days
  - 2nd violation – 5 structured days and 1 character connection
  - 3rd violation – 1-3 days in school suspension and 2 character connections
  - Further violation will result in suspension or expulsion

5. Forgery, including permission slips, parental notes, doctor, dentist or other medical or legal documents:
  - 1st violation – 2 structured days
  - 2nd violation – 5 structured days and 1 character connection
  - 3rd violation – 1-3 days in school suspension and 2 character connections
  - Further violation will result in suspension or expulsion
6. Cheating/academic dishonesty
  - 1<sup>st</sup> violations – 2 structured days
  - 2<sup>nd</sup> violation – 5 structured days and 1 character connection
  - 3<sup>rd</sup> violations – 1-3 day in school suspension and 2 character connections
7. Students are not allowed to use or have turned on any electronic signaling or cellular radio-telecommunication device while at school during the regular school day. They are to be turned off and in lockers. Cell phones will be confiscated and returned to the student the first time at the end of the school day. A second incident will require the parent to pick up the cell phone.
  - 1st violation – 1 verbal warning/confiscated
  - 2nd violation – 2 structured days
  - 3rd violation – 5 structured days and 1 character connection
  - Further violations will result in in school suspension or out of school suspension
8. Defiance, Disrespect – failure to correct behavior after redirection
  - 1st violation – 1 after school detention (assigned by classroom teacher)
  - 2nd violation – 2 structured days and 1 character connection
  - 3rd violation – 5 structured days and 2 character connections
  - Further violations or extreme violations will result in in school suspension or out of school suspension
9. Use of foul or obscene expression or vulgarity in any form on school grounds or school activity:
  - 1st violation – 1 after school detention
  - 2nd violation – 2 structured days and 1 character connection
  - 3rd violation – 5 structured days and 2 character connections
  - Further violations or extreme violations will result in in school suspension or out of school suspension
10. Use of vulgarity towards any employee of the district at any school function:
  - 1st violation – 2 structured days and 1 character connection
  - 2nd violation – 5 structured days and 2 character connections
  - 3rd violation – 1-3 in school suspensions
  - Further violations will result in suspension or expulsion.
11. Stealing property, including another student's items:  
Payments of damages, and/or restitution, possible referral to law authorities and
  - 1st violation – 2 structured days and 1 character connection
  - 2nd violation – 5 structured days and 2 character connections
  - 3rd violation – 1-3 days in school suspension
  - Further violations will result in suspension or expulsion
12. Intentional Destruction of school property:  
Payment of damages and

- 1st violation – 2 structured days and 1 character connection
  - 2nd violation – 5 structured days and 2 character connections
  - 3rd violation – 1-3 days in school suspension
  - Further violations will result in suspension or expulsion
13. Threatening, bullying and/or harassing another student:
- 1st violation – 2 structured days and 1 character connection
  - 2nd violation – 5 structured days and 2 character connections
  - 3rd violation – 1-3 days in school suspension
  - MUST MEET WITH COUNSELOR TO DISCUSS BULLYING ON EACH INSTANCE.
  - Further violations will result in expulsion and may result in notification to local law enforcement
14. Physical contact that causes disruption in the educational environment:
- 1<sup>st</sup> violation—2 structured days
  - 2<sup>nd</sup> violation—5 structured days and 1 character connection
  - 3<sup>rd</sup> violation—1-3 days in school suspension
15. Fighting at any time on school time, coming to and from school on the bus, field trips, etc:
- 1st violation – removal for the remainder of the day, 2 structured days and 1 character connection
  - 2nd violation – 1 day suspension, 5 structured days, and 2 character connections
  - 3<sup>rd</sup> violation – 3 days suspension and 2 days in school suspension
  - Extreme violations may result when told to do so by a staff member will result in a 10-day suspension with possible recommendation for expulsion.
16. Gross disobedience or misconduct which may endanger others or cause serious disruption of the education process:
- 1st violation – 2 structured days and 1 character connection
  - 2nd violation --5 structured days and 2 character connections
  - 3<sup>rd</sup> violation-- 1-3 days in school suspension
  - MUST MEET WITH COUNSELOR ON EACH INSTANCE
  - Further violations or extreme violations will result in suspension or expulsion.
17. Sexual harassment as defined in Board policy, such as inappropriate touches or crude sexual remarks:
- 1st violation – 5 structured days and 2 character connections
  - 2nd violation – 1-3 days in school suspension
  - 3<sup>rd</sup> violation – 2 out of school suspension and 3 days in school suspension
  - Further violations or extreme violations will result in suspension or expulsion.
18. Striking, threatening or attempting to harm any employee of this school district:
- 1<sup>st</sup> violation – 5 days in school suspension
  - 2<sup>nd</sup> violation – 3 days suspension plus 7 days in school suspension with recommendation for expulsion will be made to the Board; in warranted cases law authorities will be called
19. Possession of matches or lighter (not used with tobacco), the object will be



confiscated and detention will be assigned.

20. Using or in possession of tobacco or tobacco product, in any form, will be confiscated and:

1st violation – 2 structured days and 1 character connection

2nd violation – 4 structured days, 2 character connections and 1 in school suspension

3rd violation – 1-3 days in school suspension

4th violation – 5 days in school suspension with possible recommendation for expulsion

21. Possession of firearms or any object which may be considered or used as a weapon:

1<sup>st</sup> violation – 5 days in school suspension

2<sup>nd</sup> violation - 10 days suspension, confiscation of the firearm or weapon, notification of law authorities, and recommendation for expulsion will be made to the Board. A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the Board on a case by case basis.

22. If a student is found selling or transferring drugs on campus. All violations – the student will be given an immediate 1 day suspension plus 9 days in school suspension, contraband will be confiscated and the law authorities will be called and recommendation for expulsion will be made to the Board.

23. If a student is found possessing, using or under the influence of alcohol, drugs, or their look alike on school grounds or possessing drug paraphernalia, the following action may be taken.

1st violation – The student will be given a choice of the following:

Option I – 1 day suspension plus 9 days in school suspension and notification of parents and authorities, with recommendation for expulsion to the board.

Option II – The student will be given a 7 day in school suspension and notification of parents and law authorities, if he/she is assisted by a substance abuse professional. The school will assist by providing names of agencies the student may choose to contact, or the student may select another professional service approved by school personnel.

2nd violation – 1 day suspension plus 9 days of in school suspension with recommendation for expulsion to the Board and the appropriate law authorities called.

A teacher may use reasonable force as needed to maintain safety for the other students, school personnel or persons, or for the purpose of self defense or the defense of property, and may remove a student from the classroom for disruptive behavior and the rules of the Board of Education shall include provisions which provide due process to students

School personnel may impose discipline in instances of student disobedience or

misconduct occurring on or off school grounds, during school events, during school time or at any other time in any instance when the underlying conduct may be disruptive to or interfere with the school activities or the rights of other students or school personnel, when the underlying conduct may have a negative effect on the discipline or general welfare of the school, or when a reasonable purpose for the imposition of such discipline can be shown.

Reviewed by Parent/Teacher Advisory Committee annually each spring.  
Reviewed and approved by Board of Education May 20, 2020

## Instruction

### School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. The community is informed about the progress of this policy's implementation.

### Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

### Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education (ISBE).

### Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules)..

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and

3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

*Competitive foods* standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

#### Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

#### Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

#### Monitoring

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include without limitation each of the following:

- An assessment of the District’s implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

#### Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

#### Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District’s records retention protocols, and the Local Records Act.

## **Instruction**

### **English Learners**

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

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

### **Parent Involvement**

Parents/guardians of English 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.

## **Instruction**

### **Title I Programs**

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

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

### **Title I Parent and Family Engagement**

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

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

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

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

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

## **Instruction**

### **Exhibit - District-Level Parent and Family Engagement Compact**

This District-level *Compact* provides an understanding of the joint responsibility of the District and parents/guardians and family members to improve students' academic achievement and school performance. To that end, the District provides opportunities for parent/guardian and family engagement at the District level as follows:

1. The District involves parents/guardians and family members in the joint development of the District's plan to help low-achieving children meet challenging achievement and academic standards (20 U.S.C. §6312), and the development of comprehensive and targeted support and improvement plans (20 U.S.C. §§6311(d)(1), (2)) by:
  - Establishing a District-level committee with parent/guardian liaisons from each building as well as representatives from other relevant federal, State, and local programs.
  - Establishing meaningful, ongoing two-way communication between the District, staff and parents/guardians.
  - Developing a District newsletter to communicate to parents/guardians about the plan and seek their input and participation.
  - Training personnel on how to collaborate effectively with families with diverse backgrounds that may impede parent/guardian participation, e.g., illiteracy or language difficulty.
2. The District provides the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent/guardian and family involvement activities to improve student academic achievement and school performance by:
  - Providing ongoing District-level workshops to assist buildings in planning and implementing improvement strategies.
  - Establishing training programs for building liaisons to bring the communication and facilitation skills to the buildings they represent.
  - Providing information to parents/guardians about the various assessment tools and instruments that will be developed to monitor progress.
  - Seeking input from parents/guardians in developing workshops.
  - Providing ongoing communication about the District-wide committee through District newsletters or other written or electronically communicated means.
  - Engaging the building PTO's to actively seek out and involve parents/guardians through regular communication updates and information sessions.
  - Utilizing PTOs to assist in identifying effective communication strategies based on their members' needs.
  - Providing a master calendar of District meetings to discuss pertinent topics.
3. Allowing meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents/guardians and family members in education. The District coordinates and integrates parent/guardian and family engagement strategies under this *Compact*, to the extent feasible and appropriate, with engagement strategies under other relevant federal, State and local programs by:
  - Involving District and program representatives to assist in identifying specific population needs.

- Sharing data from other programs to assist in developing new initiatives to improve academic achievement and school improvement.
4. The District conducts, with the meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the schools served under Title I, including identifying: (a) barriers to greater participation by parents/guardians in activities authorized by 20 U.S.C. §6318 (with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); (b) the needs of parents/guardians and family members to assist with the learning of their children, including engaging with school personnel and teachers; and (c) strategies to support successful school and family interactions. The District then uses the findings of such evaluation to design evidence-based strategies for more effective parent/guardian involvement, and to revise, if necessary, its District-level parents/guardians and family engagement policies. The District does these activities by:
    - Evaluating the effectiveness of the content and communication methods through a variety of means, including: focus groups, surveys, workshops, and informal coffees with District and building administrative staff, parents/guardians, and teachers.
    - Identifying barriers to effective evaluation by language support or other assistance as needed.
    - Identifying potential policy and compact changes to revise and improve program(s).
  5. The District involves parents/guardians in the activities of the schools served under Title I by:
    - Providing communication and calendar information to parents/guardians of upcoming meetings, discussions or events and encouraging their participation.
    - Providing Building Principal and PTO coordination of events.
    - Establishing a parent-advisory board comprised of a sufficient number and representative group of parents/guardians or family members to adequately represent the needs of the District's population for the purposes of developing, revising, and reviewing the parent and family engagement policy.

**REVISED-December 19, 2016**



## **Instruction**

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

This school-level parent and family engagement compact provides an understanding of the joint responsibility of the District and parents/guardians for improving student academic achievement and school performance. The District provides opportunities for parent/guardian involvement at the school level by:

#### **Parent/Guardian Involvement**

1. Convening an annual meeting, at a convenient time, to which all parents/guardians of participating children are invited and encouraged to attend, to inform parents/guardians of their school's participation under Title I and to explain the requirements of Title I, and the right of the parents/guardians to be involved. The Building Principal or designee shall:
  - Invite all parents/guardians of participating children to the annual meeting at school.
  - Explain the rights of parents/guardians to be involved in establishing this compact.
  - Introduce and involve the building representatives on the District-level committee.
  - Provide an overview of Title I and give parents/guardians an opportunity to express questions and concerns.
  - Indicate the mechanisms by which the committee work will be communicated.
  - Seek the involvement and input of parents/guardians.
  - Provide child care so that all parents/guardians who would otherwise be unable to attend may attend.
2. Offering a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided by the relevant provision in Title I, transportation, child care, or home visits, as such services relate to parental involvement. The Building Principal or designee shall:
  - Provide parents/guardians with opportunities to ask questions and dialogue informally about student academic achievement and school performance.
  - Engage building-based parent organizations to assist with communication and implementation needs.
  - Develop and use outreach programs to involve community groups and organizations.
3. Involving parents/guardians in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan (under 20 U.S.C. §6314(b)(2), except that if a school has in place a process for involving parents/guardians in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents/guardians of participating children. The Building Principal or designee shall:
  - Identify and establish a process by which an adequate representation of parents/guardians of participating children can occur.
  - Establish a schedule for the building-based committee to plan, review, and recommend improvements to the District parent involvement policy.
4. The Building Principal or designee shall:
  - Provide parents/guardians of participating children timely information about programs.
  - Communicate updates through use of school newsletters, the District website, email and telephone contact, and home visits if needed.

5. The Building Principal or designee will provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of challenging State academic standards.
6. The Building Principal or designee shall:
  - Provide parents/guardians, upon request, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible.
  - Develop a feedback loop for parents/guardians to ask questions and receive follow-up.
7. If the school-wide plan under 20 U.S.C. §6314(b) is not satisfactory to the parents/guardians of participating children, the Building Principal or designee shall:
  - Submit any parent/guardian comments on the plan when the school makes the plan available to the School Board.
  - Provide a process for parents/guardians to express concerns and complaints.

#### Shared Responsibilities for High Student Academic Achievement

1. The School is responsible for providing a high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's challenging academic standards. Each parent/guardian is responsible for supporting their children's learning by:
  - Volunteering in their child's classroom.
  - Participating, as appropriate, in decisions relating to their children's education and positive use of extracurricular time.
2. Communication between teachers and parents/guardians occurs on an ongoing basis through:
  - Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievements.
  - Frequent reports to parents/guardians on their child's progress.
  - Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.
  - Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

#### Building Capacity for Involvement

To ensure effective involvement of parents/guardians and to support a partnership among the school's involved, each school shall:

- Provide assistance to parents/guardians in understanding the challenging State academic standards, State and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children.
- Provide materials and training, such as, literacy and technology (including education about the harms of copyright piracy), to help parents/guardians work with their children to improve their children's achievement.
- Educate teachers, instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents/guardians, in: a) the value and utility of contributions of parents/guardians; and b) how to effectively communicate and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the school.
- To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with other federal, State and local programs, including public preschool programs, and conduct other activities, such as parent/guardian resource centers, that encourage and support parents/guardians in more fully participating in their children's education.

- Ensure that information is sent to the parents/guardians of participating children in a format and, to the extent practicable, in a language that parents/guardians can understand.
- Provide such other reasonable support for parental involvement activities under this section as parents/guardians may request.

In addition, each school may:

- Involve parents/guardians in the development of training for teachers, Building Principals, and other educators to improve the effectiveness of such training.
- Provide necessary literacy training from funds provided by the relevant provision in Title I if the District has exhausted all other reasonably available sources of funding for such training.
- Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs to enable parents/guardians to participate in school-related meetings and training sessions.
- Train parents/guardians to encourage and enhance the involvement of other parents/guardians.
- 
- Arrange school meetings at a variety of times, or conduct in-home conferences between teachers and other educators, in order to maximize parental involvement and participation.
- Adopt and implement model approaches to improving parental involvement.
- Establish a District-wide parent advisory council to provide advice on all matters related to parental involvement in supported programs.
- Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities.

#### Accessibility

In carrying out the parental involvement requirements of this compact, the school, to the extent practicable, will provide opportunities for the informed participation of parents/guardians and family members (including those with limited English proficiency, with disabilities, and migratory children), including providing information and school reports in a format and, to the extent practicable, in a language such parents/guardians understand.

**May 17, 2017**

## Students

### School Admissions and Student Transfers To and From Non-District Schools

#### Age [Elementary or Unit Districts only]

To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*.

#### Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

#### Homeless Children

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

#### Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools.

#### Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

#### Foreign Students [*High School or Unit Districts only*]

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

#### Re-enrollment [*High School or Unit Districts only*]

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

## Students

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

#### Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), 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, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. 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. 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.
4. Before admission and in conjunction with required physical examinations, parent(s)/guardian(s) of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parent(s)/guardian(s) information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s).

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. 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 the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

### Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent(s)/guardian(s) of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

### Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

### Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parent(s)/guardian(s) present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced registered practice nurse, or physician assistant provides written verification.

3. Eye examination requirement, if the student's parent(s)/guardian(s) show 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.
4. Dental examination requirement, if the student's parent(s)/guardian(s) show 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.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act  
105 ILCS 5/27-8.1 and 45/1-20.  
410 ILCS 45/7.1 and 315/2e.  
23 Ill.Admin.Code §1.530.  
77 Ill.Admin.Code Part 665.  
77 Ill.Admin.Code Part 690.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children),  
6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student  
Transfers To and From Non-District Schools), 7:280 (Communicable and  
Chronic Infectious Disease)

ADOPTED: Dec. 16, 2009; REVISED: March 21, 2012; Jan. 21, 2015; May 17, 2017;  
Dec. 19, 2018



**-PRESS RELEASE-  
STUDENT REQUIRED HEALTH, EYE AND DENTAL EXAMS; IMMUNIZATIONS  
DUE BY OCTOBER 15, 2021**

North Greene Unit District No. 3 announces that a student's parent(s)/guardian(s) shall present proof that a student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to entering kindergarten or the first grade; upon entering the sixth grade and ninth grades; and whenever a student first enrolls in school within the District, regardless of the student's grade (including nursery school, special education, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required from students in grades 6 and 12.

As required by State law: health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician; a diabetes screening must be included as a required part of each health examination; diabetes testing is not required;

A diabetes screening is a required part of each health examination; diabetes testing is not required.

An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to a parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and 7 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.

The Department of Public Health will provide all students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and HPV-related cancers and the availability of the HPV vaccine.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving 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 the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15, may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof of a completed eye examination, or that an eye examination will take place within 60 days after October 15.

In addition, all children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof of a completed dental examination; or that a dental examination will take place within 60 days after May 15.

A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection. A student may be exempted from health examination or immunizations on medical grounds if a physician provides written verification. A student may be exempted from the eye examination requirement if the student's parents/guardians show 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 dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

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.

The school year for students will begin on August 17, 2021. Parents/guardians are encouraged to assure that the health, eye, dental examinations as well as immunizations required are completed before the stated deadlines. If anyone would like further information, please do not hesitate to contact the various school buildings or the Unit Office.

08/2020

## Students

### Administering Medicines to Students

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

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

### Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A *qualifying plan* means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The 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 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.

### School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized

as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

#### School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

#### School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

#### School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

#### Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

- a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
  - b. Copies of the registry identification cards are provided to the District;
  - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
  - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
  3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

*Medical cannabis infused product* (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy 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.

#### Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The **School District Supply of Undesignated Glucagon** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription

for glucagon from a qualifying prescriber, or (2) fill the District's prescription for undesignated school glucagon.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

#### Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

#### Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

- LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.  
105 ILCS 145/, Care of Students with Diabetes Act.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act, and  
scheduled to be repealed on July 1, 2020.  
720 ILCS 550/, Cannabis Control Act.  
23 Ill.Admin.Code §1.540.
- CROSS REF.: 7:285 (Food Allergy Management)
- ADMIN. PROC.: 7:270-API (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of  
Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists,  
and/or Glucagon), 7:270-E1 (School Medication Authorization Form), 7:270-E2  
(School Medication Authorization Form - Medical Cannabis)
- ADOPTED: August 16, 2004; REVISED: January 21, 2015; December 19, 2016;  
December 20, 2017; Dec. 18, 2019

**Students****Exhibit - School Medication Authorization Form**

*To be completed by the child's parent(s)/guardian(s).*

*This form is to be used for medication other than medical cannabis. (See 7:270-E2, School Medication Authorization Form - Medical Cannabis.) A new form must be completed every school year for each medication. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.*

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

*To be completed by the student's physician, physician assistant with prescriptive authority, or advanced practice RN with prescriptive authority:*

Prescriber's Printed Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Medication name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

Time medication is to be administered or under what circumstances: \_\_\_\_\_

Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_

Diagnosis requiring medication: \_\_\_\_\_

Is it necessary for this medication to be administered during the school day? ☐ Yes ☐ No

Expected side effects, if any: \_\_\_\_\_

Time interval for re-evaluation: \_\_\_\_\_

Other medications student is receiving: \_\_\_\_\_

Prescriber's Signature \_\_\_\_\_ Date \_\_\_\_\_

***For only Parent(s)/Guardian(s) of students requiring asthma inhalers and/or epinephrine injectors:***

Is the asthma inhaler and/or epinephrine injector required under a qualifying plan pursuant to 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20?

☐ Yes ☐ No

Parent(s)/Guardian(s) please attach prescription label (asthma inhaler) and/or written statement (epinephrine injector) here:

For asthma inhalers, attach the prescription label with the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered. 105 ILCS 5/22-30(b)(2)(i).

For an epinephrine injector, attach a written statement from the student's physician, physician assistant, or advanced practice registered nurse containing the name and purpose of the epinephrine, injector; the prescribed dosage; and the time or times at which or the special circumstances that the epinephrine injector should be administered. 105 ILCS 5/22-30(b)(2)(ii)(A)-(C).

**For only parents/guardians of students who need to self-administer medication required under a qualifying plan:**

I grant permission for my child to self-administer his or her medication required under an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action and Treatment Authorization Form, a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act. 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20.

**Medication(s) other than asthma inhalers and/or epinephrine injectors (complete section above) required under a qualifying plan that student is permitted to self-administer:**

Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_

Diagnosis requiring medication: \_\_\_\_\_

Is it necessary for this medication to be administered during the school day? ☐ Yes ☐ No

Expected side effects, if any: \_\_\_\_\_



Time interval for re-evaluation: \_\_\_\_\_

Other medications student is receiving : \_\_\_\_\_

\_\_\_\_\_  
Prescriber's Signature

\_\_\_\_\_  
Date

If the medication is an asthma inhaler or epinephrine injector, be also sure to complete the section above and attach the required label and/or written statement as required above.

***Please initial to indicate (1) receipt of this information, and (2) authorization for your child to self-administer medication under a qualifying plan.***

\_\_\_\_\_  
Parent/Guardian Initials

***For only parents/guardians of students who need to carry and use their asthma medication or an epinephrine injector:***

I authorize the School District and its employees and agents, to allow my child to self-carry and self-administer his or her asthma medication and/or epinephrine injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-carry and self-administration of asthma medication or epinephrine injector. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799, eff. 1-1-19.

***Please initial to indicate (1) receipt of this information, and (2) authorization for your child to carry and use his or her asthma medication or epinephrine injector.***

\_\_\_\_\_  
Parent/Guardian Initials

***For all parents/guardians:***

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine injectors, opioid antagonists, or asthma medication to my child when there is a good faith belief that my child is having an anaphylactic reaction, opioid overdose, or asthma episode, whether such reactions are known to me or not, and if applicable, undesignated glucagon when authorized by my child's diabetes care plan and if my child's glucagon is not available on-site or has expired. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799; 105 ILCS 145/27, added by P.A. 101-428. **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and**

I agree to 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 the administration or the child's self-administration of medication.

\_\_\_\_\_  
Parent/Guardian Printed Name

Address (if different from Student's above): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

ADOPTED: Dec. 15, 2010; REVISED: Jan. 21, 2015; Oct. 19, 2016; Dec. 20, 2017; Dec. 19, 2018;  
Dec. 18, 2019

**Students****Exhibit - School Medication Authorization Form - Medical Cannabis**

*To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.*

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

*To be completed by the student's physician, physician assistant with prescriptive authority, or advanced practice RN with prescriptive authority.*

Prescriber's Printed Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Medication name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

IDPH registry ID card for student is valid [insert dates]: \_\_\_\_\_

IDPH registry ID card for designated caregiver is valid [insert dates]: \_\_\_\_\_

*Attach copies of both registry identification cards*

Time medication is to be administered or under what circumstances: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_

Diagnosis requiring medication: \_\_\_\_\_

Is it necessary for this medication to be administered during the school day? ☐ Yes ☐ No

Expected side effects, if any: \_\_\_\_\_

Time interval for re-evaluation: \_\_\_\_\_

Other medications student is receiving: \_\_\_\_\_

\_\_\_\_\_  
Prescriber's Signature

\_\_\_\_\_  
Date

***For only parents/guardians of students who want to grant their child permission to self-administer a medical cannabis infused product under direct supervision by a school nurse or administrator:***

I grant permission for my child to self-administer his or her medical cannabis infused product required under an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action and Treatment Authorization Form, a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act. 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20. I understand that my child's self-administration will only occur under direct supervision by a school nurse or school administrator. 105 ILCS 5/22-33(b-5), amended by P.A. 101-370, eff. 1-1-20.

Medical cannabis infused product child is permitted to self-administer:

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***Please initial to indicate (1) receipt of this information, and (2) authorization for your child to self-administer a medical cannabis infused product.***

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Parent/Guardian Initials

By signing below, I acknowledge, understand and agree as follows:

1. The only individual(s) who may possess and administer medical cannabis to my child at school or on the school bus is: a) his/her registered designated caregiver as identified by the Ill. Dept. of Public Health (IDPH); or b) a school nurse or school administrator.
2. Both my child and his/her registered designated caregiver possess valid registry identification cards issued by the IDPH, copies of which I have provided/will provide to the District.
3. After administering the medical cannabis to my child, the designated caregiver shall immediately remove the product from school premises or the school bus.
4. The designated caregiver may not administer a medical cannabis infused product in a manner that, in the opinion of the District or school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.
5. Children under age 18 cannot smoke or vape medical cannabis. Medical cannabis-infused products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped.
6. The District reserves the right to restrict or otherwise stop allowing the administration of medical cannabis to my child if the District or school would lose federal funding as a result.
7. I agree to 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 the administration of medical cannabis that I authorize by my signature below.

\_\_\_\_\_  
Parent/Guardian Printed Name

Address (if different from Student's above): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

ADOPTED: Dec. 19, 2018;      REVISED: Dec. 18, 2019

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**NORTH GREENE UNIT DISTRICT NO. 3**

Administrative Education Center  
250 East Sherman Street  
White Hall IL 62092  
[www.northgreene.com](http://www.northgreene.com)

Mark Scott, Superintendent  
[mscott@northgreene.com](mailto:mscott@northgreene.com)  
Phone: 217-374-2842  
FAX: 217-374-2849

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**Instruction****Exhibit - Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes**

Date \_\_\_\_\_

Class and Time \_\_\_\_\_

Teacher \_\_\_\_\_

**Classes or Courses on Sex Education, Family Life Instruction, Instruction on Diseases, Recognizing and Avoiding Sexual Abuse, or Donor Programs for Organ/Tissue, Blood Donor, and Transplantation**

For your information, State law requires that all sex education instruction be developmentally and age appropriate, evidence-based, medically accurate, and complete. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

**Request to Examine Instructional Material**

A sample of the District's instructional materials and course outline for these classes or courses is available from the classroom teacher for your inspection. If you are requesting to examine this material, please complete the following statement and return it to your child's classroom teacher within five days.

☐ I request to examine the instructional materials and course outline for this class.

**Class Attendance Waiver Request**

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program.

If you do not want your child to participate in these classes or courses, please complete the following **class attendance waiver** statement and return it to your child's classroom teacher within five school days.

**I request that the District waive the class attendance of my child in a class or courses on:**

- ☐ 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, and other areas of instruction required by 105 ILCS 5/27-9.
- ☐ 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**
- ☐ **Instruction on donor programs for organ/tissue, blood donor, and transplantation**

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Student (*please print*)

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Parent/Guardian (*please print*)

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Parent/Guardian Signature

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Date

Dec. 19, 2018;      REVISED: Dec. 18, 2019

## Instruction

### Exhibit - Resources for Biking and Walking Safety Education

105 ILCS 5/27-23.11, added by P.A. 100-1056, requires the District to make education available to students in grades kindergarten through 8 on effective methods for preventing and avoiding traffic injuries related to walking and bicycling. How that education is made available and any specific resources used are at the discretion of the District.

#### Pedestrian Safety Programs

*Pedestrian Safer Journey* by the Federal Highway Administration - Includes age-appropriate videos with follow-up quizzes and discussion guides on safe walking. The material is divided into three age ranges: 5 to 9, 10 to 14, and 15 to 18. Also includes a list of additional resources and curricula from around the country for teachers and parents/caregivers. Available at: [www.pedbikeinfo.org/pedsaferjourney/index.html](http://www.pedbikeinfo.org/pedsaferjourney/index.html).

*Child Pedestrian Safety Curriculum* by the National Highway Traffic Safety Administration - Teaches and encourages pedestrian safety for students in grades kindergarten through 5. It is organized into five lessons: walking near traffic, crossing streets, crossing intersections, parking lot safety, and school bus safety. Each lesson builds upon previous set of skills learned. Available at: [www.nhtsa.gov/pedestrian-safety/child-pedestrian-safety-curriculum](http://www.nhtsa.gov/pedestrian-safety/child-pedestrian-safety-curriculum).

*WalkSafe®* by the University of Miami KiDZ Neuroscience Center - Organized into three levels for grades kindergarten-1, 2-3, and 4-5, and includes lessons using videos, outside simulation activities, and art projects. Supplemental materials include handouts, flashcards, and pre- and post-assessment tests. Available at: [kidzneurosciencecenter.com/walksafe/](http://kidzneurosciencecenter.com/walksafe/).

#### Bicycle Safety Programs

*Bicycle Safer Journey* by the Federal Highway Administration - Includes age-appropriate videos with follow-up quizzes and discussion guides on safe bicycling. The material is divided into three age ranges: 5 to 9, 10 to 14, and 15 to 18. Also includes a list of additional resources and curricula from around the country for teachers and parents/caregivers. Available at: [www.pedbikeinfo.org/bicyclesaferjourney/index.html](http://www.pedbikeinfo.org/bicyclesaferjourney/index.html).

*Bikeology* by Shape America and the National Highway Traffic Safety Administration - Aligns with the National Standards for kindergarten-12 Physical Education and includes lessons and assessments for skills and knowledge. Supplemental materials include a parent guide to reinforce the curriculum. Available at: [www.shapeamerica.org//publications/resources/teachingtools/qualitytype/upload/bikeology-curriculum-part1-v2.pdf](http://www.shapeamerica.org//publications/resources/teachingtools/qualitytype/upload/bikeology-curriculum-part1-v2.pdf).

*BikeSafe®* by the University of Miami KiDZ Neuroscience Center - Contains four off-bike lessons to teach bicycle safety skills to middle school-aged children through interactive simulations, modeling, and creative activities. Supplementary materials include student worksheets and parent tip sheets. An on-bike lesson plan is also provided. Available at: [kidznc.org/bikesafe](http://kidznc.org/bikesafe).

*Bike Safety Quiz* by Ride Illinois - Teaches kids, adults, and motorists how to share the road safely. Interactive quizzes for each audience cover safety techniques and relevant state laws. Available at: [www.bikesafetyquiz.com/](http://www.bikesafetyquiz.com/).



*Cycling Skills Clinic Guide* by the National Highway Traffic Safety Administration - Provides a step-by-step approach to planning and initiating an on-bicycle safety skills event, including instructions and resources for setting up and conducting a skills-training course. Available at: [one.nhtsa.gov/Driving-Safety/Bicycles/CyclingSkillsClinic](http://one.nhtsa.gov/Driving-Safety/Bicycles/CyclingSkillsClinic).

*Kids on Wheels Training Manual* by the Active Transportation Alliance - An experiential, on-bike curriculum to teach grades 2-4 students to travel safely on a bicycle. Over three lessons, students are engaged in demonstrations, hands-on exercises, and on-bicycle riding skills activities. Available at: [www.activetrans.org/resources/education](http://www.activetrans.org/resources/education).

#### Combined Pedestrian and Bicycle Safety Programs

*Bicycle and Pedestrian Safety: 10-minute Lessons for PE Class* by the Active Transportation Alliance - A series of brief pedestrian- and bicycle-themed lessons consisting of one 10- to 15-minute physical activity. Available at: [www.activetrans.org/resources/education](http://www.activetrans.org/resources/education).

*Bicycle and Pedestrian Safety: 9 Lessons for the Classroom* by the Active Transportation Alliance - A series of brief pedestrian- and bicycle-themed lessons designed to be delivered in a classroom setting. Available at: [www.activetrans.org/resources/education](http://www.activetrans.org/resources/education).

LEGAL REF.: 105 ILCS 5/27-23.11

Adopted: December 19, 2018

## Instruction

### Education of Children with Disabilities

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

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

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

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

LEGAL REF.: 20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004.  
29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.  
42 U.S.C. §12101 et seq., Americans With Disabilities Act.  
34 C.F.R. §300.  
105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.  
23 Ill.Admin.Code Part 226.

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: May 14, 2007; REVISED: January 21, 2009; July 18, 2018

**Instruction****Administrative Procedure - Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities**

In its continuing commitment to help school districts and special education cooperatives comply with Ill. State Board of Education (ISBE) requirements for procedures, the special education committee of the Ill. Council of School Attorneys (ICSA) prepared sample special education procedures. ISBE rules at 23 Ill.Admin.Code Part 226 contain the requirements for special education procedures that must be implemented by each school district and cooperative entity. The IASB/ICSA sample procedures are available on the IASB website: [iasb.com/law/icasaspeded.cfm](http://iasb.com/law/icasaspeded.cfm).

ADOPTED: January 21, 2009; REVISED: May, 2015; April 15, 2020

## **Instruction**

### **Exhibit - Notice to Parents/Guardians Regarding Section 504 Rights**

Date: August,

Dear Parent/Guardian:

Re: Section 504 Rights

Section 504 of the Rehabilitation Act of 1973, commonly referred to as *Section 504*, is a nondiscrimination statute enacted by the U.S. Congress. The Act's purpose is to: (1) protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Dept. of Education (ED), and (2) ensure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who: has a record of having, or is regarded as having, a *physical or mental impairment* which substantially limits a *major life activity* as defined by 34 C.F.R. §104.3.

This notice describes the rights ensured by Section 504 to those disabled students who do not qualify for special education and related services under the Individuals With Disabilities Education Act (IDEA). The intent of this notice is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any decisions in reference to Section 504.

***Please keep this explanation for future reference.***

Parents/Guardians and/or students have the right to:

1. Be informed by the School District of your rights and procedural safeguards under Section 504 in an understandable language. 34 C.F.R. Part 104. The purpose of this notice is to advise parents/guardians and/or students of these rights.
2. A free appropriate public education designed to meet a student's individual educational needs as adequately as the needs of non-disabled students are met. 34 C.F.R. §104.33.
3. Free educational services except for those fees that are imposed on non-disabled students or their parents/guardians. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 C.F.R. §104.33.
4. A placement in the least restrictive environment to the maximum extent appropriate to meet the student's needs. 34 C.F.R. §104.34.
5. Facilities, services, and activities comparable to those provided for non-disabled students. 34 C.F.R. §104.34.
6. An evaluation prior to an initial Section 504 placement and any subsequent significant change in placement. 34 C.F.R. §104.35.
7. Testing and other evaluation procedures conforming to the requirements of 34 C.F.R. §104.35 as to validation, administration, areas of evaluation, etc. The District shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical conditions, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent/guardian observations, anecdotal reports and standardized test scores. 34 C.F.R. §104.35.

8. Placement decisions made by a group of persons, i.e., a Section 504 committee, including the parent(s)/guardian(s) and persons knowledgeable about the student, the meaning of the evaluation data, the placement options, and the legal requirements for the least restrictive environment and comparable facilities. 34 C.F.R. §104.35(c).
9. Periodic reevaluation of students who have been provided special education and related services. 34 C.F.R. §104.35(d).
10. A notice prior to any action by the District in regard to the identification, evaluation, or placement of the student. 34 C.F.R. §104.36.
11. Examine relevant records. 34 C.F.R. §104.36.
12. An impartial hearing regarding the student's identification, evaluation, or educational placement including an opportunity for parental participation in the hearing and representation by an attorney, and a review procedure. 34 C.F.R. §104.36.

*[Insert details regarding the district's hearing and review procedures.]*

13. File a grievance under Board policy 2:260, *Uniform Grievance Procedure*, regarding any complaints that allege action prohibited by Section 504.
14. File a complaint with the District's Section 504 coordinator or designee concerning Section 504 matters other than your student's identification, evaluation and/or placement. The Section 504 coordinator or designee will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
15. File a complaint with the Office of Civil Rights. The Illinois regional Office of Civil Rights is located in Chicago at:

Chicago Office for Civil Rights  
U.S. Department of Education  
Citigroup Center  
500 West Madison Street, Suite 1475  
Chicago, IL 60661  
Phone: 312/730-1560  
Fax: 312/730-1567  
TDD: 877/521-2172  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

If you would like more information about the differences between Section 504 and IDEA, see *Protecting Students with Disabilities FAQ about Section 504 and the Education of Children with Disabilities*, available at: [www2.ed.gov/about/offices/list/ocr/504faq.html](http://www2.ed.gov/about/offices/list/ocr/504faq.html).

Sincerely,

Superintendent

September 20, 2017; Revised: Dec. 19, 2018

## **Instruction**

### **Exhibit - Special Education Required Notice and Consent Forms**

Below is the URL to Ill. State Board of Education (ISBE) updated *Special Education Required Notice and Consent Forms* and instructions to understand the purpose and use of each form. The forms are the official versions of the State-required forms. The URL also provides access to each form in languages other than English.

[www.isbe.net/Pages/Special-Education-Required-Notice-and-Consent-Forms.aspx](http://www.isbe.net/Pages/Special-Education-Required-Notice-and-Consent-Forms.aspx)

ADOPTED: January 21, 2009; REVISED: May, 2014; Aug. 21, 2019

## **Instruction**

### **Extracurricular and Co-Curricular Activities**

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.

Non-school sponsored student groups are governed by School Board policy, 7:330, *Student Use of Buildings - Equal Access*.

### **Academic Criteria for Participation**

For students in kindergarten through 8th grade, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

For high school students, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must maintain an overall 2.0 grade point average. Any student-participant failing to meet these academic criteria shall be suspended from the activity for 7 calendar days or until the specified academic criteria are met, whichever is longer.

LEGAL REF.: 105 ILCS 5/10-20.30 and 5/24-24.

CROSS REF.: 4:170 (Safety), 7:10 (Equal Educational Opportunities), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics), 7:330 (Student Use of Buildings - Equal Access), 8:20 (Community Use of School Facilities)

ADOPTED: June 18, 2007; REVISED: June 19, 2013; July 18, 2018; June 19, 2019

## Students

### Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

### Extracurricular Drug and Alcohol Testing Program

The District maintains an extracurricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to having the student submit to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign the District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is *positive*, the student will not participate in extracurricular activities until after a *follow-up* test is requested by the Building Principal or designee and the results are reported. The Building Principal or designee will request a *follow-up* test after such an interval of time that the substance previously found would normally be eliminated from the body. If this *follow-up* test is negative, the student will be allowed to resume extracurricular activities subject to due process procedure Step 8 of Administrative Procedure 7:240, AP1. If a *positive* result is obtained from the *follow-up* test, or any later test, the same previous procedure shall be followed.

The Superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

### Performance Enhancing Drug Testing of High School Student Athletes

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*.



**Students****Exhibit - Consent to Participate in Extracurricular Drug and Alcohol Testing Program**

*To be returned to the Building Principal. Please print.*

Student \_\_\_\_\_

School year \_\_\_\_\_

**To be read and signed by the student-participant and his/her parent(s)/guardian(s):**

We have received, and have read, and understand, the District Extracurricular Drug and Alcohol Testing Program. We voluntarily agree that our child shall be subject to its terms for his or her entire junior-senior high school career (grades 7-12). We accept the method of obtaining breath and urine specimens, the testing and analyses of such specimens, and all other aspects of the program. We authorize the provision of samples to testing laboratories and waive any Student Records Act or other legal issues that may exist in the release of samples to the laboratories or to doctors or results to school officials. The student-participant agrees to cooperate in furnishing urine specimens upon request.

We further agree and consent to the disclosure of the sampling, testing, and results as provided in this program. This consent is given pursuant to all State and federal privacy statutes, and it is a waiver of nondisclosure rights only to the extent of the disclosures required in the program.

We understand that there is more information available on the following websites:

[www.ihsa.org/documents/sportsMedicine/Resource\\_Exchange\\_Center\\_Flyer.pdf](http://www.ihsa.org/documents/sportsMedicine/Resource_Exchange_Center_Flyer.pdf) and  
[www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation.aspx](http://www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation.aspx).

\_\_\_\_\_  
Parent/Guardian\_\_\_\_\_  
Date\_\_\_\_\_  
Parent/Guardian signature\_\_\_\_\_  
Student signature

-----  
**To be read and signed by student who is not participating:**

I have decided **not to participate** in any extracurricular activities sponsored by the School District for the remainder of this school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to a urinalysis.

\_\_\_\_\_  
Student signature\_\_\_\_\_  
Date

**ADOPTED: September 20, 2017;      REVISED: November 15, 2017; December 20, 2017**

## Students

### Attendance and Truancy

#### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

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

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other 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 Superintendent or designee.

#### Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.

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

[For high school and unit districts only]

12. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
13. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.: 105 ILCS 5/26-1 through 16.  
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.  
23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED: March 21, 2012; REVISED: April 16, 2014; December 19, 2016; Dec. 20, 2017; Dec. 19, 2018; Dec. 18, 2019; May 20, 2020

## Students

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

#### Students

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

When feasible, the search should be conducted as follows:

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

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

#### Seizure of Property

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

#### Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.  
Right to Privacy in the School Setting Act, 105 ILCS 75/  
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir., 1993).  
People v. Dilworth, 661 N.E.2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).  
People v. Pruitt, 662 N.E. 2d 540 (Ill.App.1, 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).  
T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).  
Vernonia School Dist. 47J v. Acton, 115 S.Ct. 2386 (1995).  
Safford Unified School Dist. No. 1 v. Redding, 129 S. Ct. 2633 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Discipline)

ADOPTED: 5-14-2007; REVISED: 4-16-2014; 12-16-2015

August,

## **Students**

### **Exhibit - Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act**

Re: When may school officials require a student to share the content from his or her account or profile on a social networking website?

Dear Parent(s)/Guardian(s):

State law requires the District to notify students and their parents/guardians of each of the following:

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

Please contact the school if you have any questions.

Sincerely,

Building Principal

04-16-2014; Revised: 12-19-2016

## Operational Services

### Exhibit - Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting

Date\_ August,

Re: Preventing and Reducing Incidences of Sexting

Dear Parent(s)/Guardian(s):

*Sexting* is generally defined as sending, sharing, viewing, receiving, or possessing *indecent visual depictions* of oneself or another person using a cell phone. A student will be disciplined for sexting at school.

Discussing sexting and its legal and social consequences with your children may prevent and reduce incidences of it at school and elsewhere. A recent survey revealed that about 20 percent of teen boys and girls have sent sext messages. It can cause enormous emotional pain for the students involved, often with legal implications. The following talking points from the American Academy of Pediatrics may help start the discussion:

- Talk to your children, even if the issue hasn't directly impacted your community. Ask "have you heard of sexting?" "Tell me what you think it is." Learn what your child's understanding is and add an age-appropriate explanation. For more information about starting age-appropriate discussions, see *Talking to Kids and Teens About Social Media and Sexting – Tips from the American Academy of Pediatrics* at: [www.aap.org/en-us/about-the-aap/aap-press-room/news-features-and-safety-tips/Pages/Talking-to-Kids-and-Teens-About-Social-Media-and-Sexting.aspx](http://www.aap.org/en-us/about-the-aap/aap-press-room/news-features-and-safety-tips/Pages/Talking-to-Kids-and-Teens-About-Social-Media-and-Sexting.aspx).
- Make sure children of all ages understand that the District's student behavior policy prohibits sexting, and that it is further punishable in Illinois through the Juvenile Court Act and the Criminal Code of 2012.
- Collect cell phones at gatherings of tweens and teens. Experts have noted that peer pressure can play a major role in sexting, with attendance at parties being a major contributing factor.
- Monitor the media for stories about sexting that illustrate the consequences for both senders and receivers of these images. Ask "Have you seen this story?" "What did you think about it?" "What would you do if you were this child?"
- Rehearse ways your child can respond if asked to participate in sexting.

For more information on sexting, how to talk to your children about it, and how to say no to sexting, please see the following links:

[www.common sense media.org/blog/talking-about-sexting](http://www.common sense media.org/blog/talking-about-sexting)  
[www.education.com/magazine/article/child-sexting-parents/](http://www.education.com/magazine/article/child-sexting-parents/)  
[www.athinline.org/facts/sexting](http://www.athinline.org/facts/sexting)  
<https://planetnutshell.com/portfolio/say-no-to-sexting-grades-7-12/>  
<https://medicalxpress.com/news/2017-12-teen-girls-bombarded-sexting.html>

Sincerely,

Superintendent

ADOPTED: Nov. 20, 2010; REVISED: Oct. 15, 2014; Aug., 2017; April 24, 2019

## **Students**

### **Student Behavior**

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

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

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
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.

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited



unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept 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. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 7. 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.
- 8. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in

such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
10. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
12. Entering school property or a school facility without proper authorization.
13. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
14. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
15. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
16. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
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 unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
20. 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.

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

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

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### Disciplinary Measures

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

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

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

#### Weapons

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

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430ILCS65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

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

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

#### Re-Engagement of Returning Students

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

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was

involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

#### Delegation of Authority

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

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

#### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

## Students

### Exhibit - Acknowledgement of Receiving Student Behavior Policy and Student Conduct Code

Board policy 7:190, *Student Behavior* and the *Student Conduct Code* were developed to help all students receive quality instruction in a safe and positive educational environment. Board policy 7:190, *Student Behavior*, is contained in the *Student Conduct Code*.

Please review and discuss the Board policy on *Student Behavior* and the *Student Conduct Code* with your child, sign this sheet, and return it to your child's school. Should you have any questions, please contact your child's Building Principal.

You may access electronic copies of the Board policy on *Student Behavior* and the *Student Conduct Code* on the District website: www.northgreene.com

Failure to return this acknowledgement and pledge will not relieve a student or the parent/guardian from being responsible for knowing and complying with the rules contained within the Board policy on *Student Behavior* and the *Student Conduct Code*.

#### Acknowledgement

I acknowledge receiving the Board policy on *Student Behavior* and the *Student Conduct Code*, and I have reviewed them and understand the responsibilities contained in them.

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

I acknowledge receiving the Board policy on *Student Behavior* and the *Student Conduct Code*. I pledge to follow the *Student Behavior* policy and *Student Conduct Code* and to help maintain a safe and positive school environment.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

ADOPTED: April 20, 2016; May 16, 2018

**Students****Exhibit - Aggressive Behavior Reporting Letter and Form**

Dear Parent(s)/Guardian(s):

Please be advised that your child engaged in behavior that, if repeated, may escalate into aggressive behavior, such as bullying. Illinois law requires school districts to notify the parent or guardian of a child who demonstrated behaviors that put him or her at risk for aggressive behavior.

The School Board policy on student behavior prohibits a student while at school or a school-related activity from: (1) engaging in any kind of bullying or aggressive behavior that causes physical or psychological harm to someone else, and/or (2) urging other students to engage in such conduct.

This early notification is intended to help all of us work together to avoid repetition of the behavior.

Student \_\_\_\_\_ Incident date \_\_\_\_\_

Incident location \_\_\_\_\_ Incident time \_\_\_\_\_

Reported by \_\_\_\_\_ Reporting date \_\_\_\_\_

**Description of the behavior:** *(Reporters, be specific. Describe what happened, what harm resulted, the child's explanation, and any known or suspected causes for what happened.)*

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**Follow-up conference:** I or someone from my office will telephone you to schedule an in-person meeting or telephone conference to discuss what occurred and ways to help your child, (1) be aware of how others were affected by the behavior, and (2) to understand boundaries and manage conflict.

**The following consequence(s) or intervention(s) is/are recommended:**

- ☐ Counseling or other support services for your child.
- ☐ Providing opportunities for all individuals involved in an incident to reach a resolution.
- ☐ Enabling your child to make amends for the harm caused.
- ☐ Suggesting your child receive non-District affiliated services.
- ☐ \_\_\_\_\_

The District is committed to helping those involved learn from this experience.

\_\_\_\_\_  
Building Principal\_\_\_\_\_  
Date

ADOPTED: July, 2005;

REVISED: July, 2010; May, 2012; April 20, 2016

## **Students**

### **Suspension Procedures**

#### **In-School Suspension**

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

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

#### **Out-of-School Suspension**

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:



- a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
- b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
- c) That the student's continuing presence in school would either:
  - i) Pose a threat to the safety of other students, staff, or members of the school community, or
  - ii) Substantially disrupt, impede, or interfere with the operation of the school.
- iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
- 5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
- 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.: 105 ILCS 5/10-22.6.  
 Goss v. Lopez, 95 S.Ct. 729 (1975).  
 Sieck v. Oak Park River-Forest High School, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

REVISED: April 20, 2016; December 19, 2018; Dec. 18, 2019

## **Students**

This policy becomes effective and replaces the current policy on *Expulsion Procedures* on the first student attendance day of the 2021-2022 school year.

### **Expulsion Procedures**

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.

- c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.: 105 ILCS 5/10-22.6(a).  
Goss v. Lopez, 95 S.Ct. 729 (1975).

CROSS REF.: 5:100 (Staff Development); 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: January 21, 2009; REVISED: November 20, 2013; April 20, 2016

## **Students**

### **Administrative Procedure - Electronic Recordings on School Buses**

#### **Review of Electronic Recordings**

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, law enforcement officer working in the District, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to law enforcement officers working in the District and District personnel. These individuals must have, (1) a law enforcement, security, or safety reason, or (2) a need to investigate and/or monitor student or driver conduct. A written log will be kept of those individuals viewing a video recording stating the time, name of individual viewing it, and date the video recording was viewed.

If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

#### **Notice of Electronic Recordings 720 ILCS 5/14-3(m).**

The Eavesdropping Act exempts electronic recordings on school buses from its coverage when transportation is provided for a school activity, provided the School Board adopted a policy authorizing their use. Notice of the adopted policy regarding video and audio recordings shall be: (1) clearly posted on the front door and interior of the school bus, (2) provided to students and parents/guardians, and (3) included in student handbooks and other documents.

ADOPTED: November, 2007; REVISED June 20, 2012; January 21, 2015; Oct. 21, 2015

## **Students**

### **Misconduct by 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.

LEGAL REF.: Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §§1412, 1413, and 1415.  
Gun-Free Schools Act, 20 U.S.C. §7151 *et seq.*  
34 C.F.R. §§300.101, 300.530 - 300.536.  
105 ILCS 5/10-22.6 and 5/14-8.05.  
23 Ill.Admin.Code §226.400.  
Honig v. Doe, 108 S.Ct. 592 (1988).

CROSS REF.: 2:150 (Committees), 6:120 (Education of Children with Disabilities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct)

ADOPTED: May 14, 2007; REVISED: January 21, 2009; November 20, 2013; April 20, 2016

## **Students**

### **Student Appearance**

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the *Student Handbook(s)*.

LEGAL REF.: 105 ILCS 5/10-22.25b.  
Tinker v. Des Moines Independent School Dist., 89 S.Ct. 733 (1969).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:165 (School Uniform), 7:190 (Student Behavior)

ADOPTED: April 16, 2007; REVISED: June 20, 2012; Sept. 20, 2017

## **School Board**

### **Uniform Grievance Procedure**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (State Officials and Employees Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

### **Right to Pursue Other Remedies Not Impaired**

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

### Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, *Uniform Grievance Procedure*.

### Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager.



The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

#### Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

#### **Nondiscrimination Coordinator:**

\_\_\_\_\_  
Name

Mark Scott

\_\_\_\_\_  
Address

250 East Sherman Street, White Hall IL 62092

\_\_\_\_\_  
Email

[mscott@northgreene.com](mailto:mscott@northgreene.com)

\_\_\_\_\_  
Telephone 217-374-2842

#### **Complaint Managers:**

\_\_\_\_\_  
Mark Scott

\_\_\_\_\_  
Name

250 East Sherman Street

\_\_\_\_\_  
Address

White Hall IL 62092

\_\_\_\_\_  
Email

[mscott@northgreene.com](mailto:mscott@northgreene.com)

\_\_\_\_\_  
Telephone 217-374-2842

\_\_\_\_\_  
Jackie Kuchy

\_\_\_\_\_  
Name

403 West North Street

\_\_\_\_\_  
Address

Roodhouse IL 62082

\_\_\_\_\_  
Email

[jkuchy@northgreene.com](mailto:jkuchy@northgreene.com)

\_\_\_\_\_  
Telephone 217-589-4623

LEGAL REF.:      Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.  
                     Americans With Disabilities Act, 42 U.S.C. §12101 et seq.

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**NORTH GREENE UNIT DISTRICT NO. 3**

250 East Sherman Street  
White Hall IL 62092

217-374-2842  
FAX. 217-374-2849

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**ANNUAL NOTICE  
OF  
NON-DISCRIMINATION**

**THE NORTH GREENE UNIT DISTRICT NO. 3 insures equal educational and extracurricular opportunities shall be available for all students, without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using the Uniform Grievance Procedure. No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. Questions in reference to educational opportunities may be directed to Mr. Mark Scott, Superintendent, 250 East Sherman Street, White Hall, Illinois 62092, phone: 217-374-2842.**

## Students

### Harassment of Students Prohibited

#### Bullying, Intimidation, and Harassment Prohibited

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

#### Sexual Harassment Prohibited

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

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

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

#### Making a Complaint

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

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

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

**Nondiscrimination Coordinator:**

Mark Scott  
Name  
250 East Sherman Street  
Address  
White Hall IL 62092  
Email  
mscott@northgreene.com  
Telephone 217-374-2842

**Complaint Managers:**

<u>Mark Scott</u>	<u>Jaclyn Kuchy</u>
Name	Name
<u>250 East Sherman Street</u>	<u>403 West North Street</u>
Address	Address
<u>White Hall IL 62092</u>	<u>Roodhouse IL 62082</u>
Email	Email
<u>mscott@northgreene.com</u>	<u>jkuchy@northgreene.com</u>
Telephone 217-374-2842	Telephone 217-589-4623

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

**Investigation Process**

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly comply may be disciplined, up to and including discharge.

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

The District shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

### Alleged Incidents of Sexual Abuse

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

### Enforcement

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

LEGAL REF.: 20 U.S.C. §1681 *et seq.*, Title IX of the Educational Amendments of 1972.  
34 C.F.R. Part 106.  
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.  
775 ILCS 5/1-101 *et seq.*, Illinois Human Rights Act.  
23 Ill.Admin.Code §1.240 and Part 200.  
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).  
Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).  
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).  
West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited),  
5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational  
Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and  
Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student  
Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED: February 17, 2010; REVISED: 11-20-2010; August, 2014; 10-15-2014; July,  
2015; December 20, 2017; Dec. 18, 2019

## **Professional Personnel**

### **Exhibit - Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications**

***NORTH GREENE UNIT DISTRICT NO. 3***     *-250 East Sherman Street – White Hall IL 62092 – 217-374-2842*

Date: August,

Re: You May Request Your Child's Classroom Teachers' Qualifications

Dear Parents/Guardians:

As a parent/guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to request the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. You may request the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

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

If you would like to receive any of this information, please contact the school office.

Sincerely,

*Mark Scott*, Superintendent

## **Instruction**

### **Education of Homeless Children**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A *homeless child* is defined as provided in the McKinney-Vento Homeless Assistance Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
Ill. Education for Homeless Children Act, 105 ILCS 45/.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADMIN. PROC.: 6:140-AP (Education of Homeless Children)

ADOPTED: September 15, 2010; REVISED: October, 2010; October 21, 2015;  
Dec. 19, 2016; December 20, 2017

## **Students**

### **Student and Family Privacy Rights**

#### **Surveys**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

#### **Surveys Created by a Third Party**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

#### **Survey Requesting Personal Information**

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

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

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

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

#### **Instructional Material**

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



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

#### Physical Exams or Screenings

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

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

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*).
3. Is administered pursuant to the District’s extracurricular drug and alcohol testing program (see Policy 7:240, *Conduct Code for Participants in Extracurricular Activities*).
4. Is otherwise authorized by Board policy.

#### Selling or Marketing Students’ Personal Information Is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent’s first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver’s license number or State identification card.

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

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

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

### Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

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

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights Act.  
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.  
105 ILCS 5/10-20.38.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics)

ADOPTED: October 18, 2004; REVISED: May 19, 2008; November 20, 2013; Dec. 19, 2016; Dec. 20, 2017

**Students****Exhibit - Notification to Parents of Family Privacy Rights**

Date: \_\_\_\_\_

Re: Student Survey Participation

Dear Parents:

Your child will be asked to complete a survey as described below:

Survey description: \_\_\_\_\_

Survey grade/participants: \_\_\_\_\_ Anticipated Survey date(s): \_\_\_\_\_

Parents/guardians may request that their child not participate in surveys that concern one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardians; or
8. Income other than as required by law to determine program eligibility.

The school will not penalize any student whose parent/guardian exercises this option. In addition, a parent/guardian may review surveys asking questions about the above areas as well as other instructional materials. School Board policy 7:15, *Student and Family Privacy Rights*, contains a more thorough explanation of these rights and may be obtained from the Building Principal.

Opt-Out Instructions (Note: This notice and opt-out right transfers from parents/guardians to any student who is 18 years old.)

If you do not want your child to participate in this activity, contact your child's Building Principal no later than \_\_\_\_\_. If we do not hear from you by this date, we will assume that you do not object to having your child participate in the surveys described above.

**Request to Review**

If you wish to review any survey instrument or instructional material, please submit your request to the Building Principal. You will be notified of the time and place where you may review these materials.

Building Principal contact information: \_\_\_\_\_

July, 2018

## Students

### Student Records

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

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student 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.

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

### Student Biometric Information Collection

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

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student

biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

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

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

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

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.  
50 ILCS 205/7.  
105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 et seq.  
105 ILCS 10/, Ill. School Student Records Act.  
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.  
750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.  
23 Ill.Admin.Code Parts 226 and 375.  
Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).  
Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct)

ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP1, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information, 7:340-AP1, E5 (Biometric Information Collection Authorization), 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Schedule for Destruction of School Student Records)

ADOPTED: October 16, 2006; REVISED: January 22, 2008; January 21, 2009; November 20, 2013; December 19, 2016; July 18, 2018; Dec. 18, 2019

## Students

### Exhibit - Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

*Upon the initial enrollment or transfer of a student to the school, the school must notify the student and the student's parent(s)/guardian(s) of their rights concerning school student records. This notification may be distributed by any means likely to reach parents/guardians.*

The contact information for each School's Official Records Custodian follows:

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This notice contains a description of your and your child's rights concerning school student records.

A *school student record* is any writing or other recorded information concerning a student and by which a student may be individually identified 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 that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The District maintains two types of school records for each student: *permanent* record and *temporary* record.

The *permanent record* includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s).
2. Evidence required under the Missing Children's Records Act. 325 ILCS 50/5(b)(1).
3. Academic transcripts, including: grades graduation date, and grade level achieved; the unique student identifier assigned and used by the Ill. State Board of Education Student Information System (SIS); as applicable, designation of an Advanced Placement computer science course as a mathematics-based, quantitative course for purposes of meeting State graduation requirements set forth in 105 ILCS 5/27-22; as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with 105 ILCS 5/2-3.157; as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy; and as applicable, designation of the student's achievement of the Global Scholar Certification, awarded in accordance with 105 ILCS 5/2-3.167.
4. Attendance record.
5. Health record defined by the Ill. State Board of Education (ISBE) as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code."
6. Record of release of permanent record information that includes each of the following:
  - a. The nature and substance of the information released;
  - b. The name and signature of the official records custodian releasing such information;
  - c. The name and capacity of the requesting person and the purpose for the request;
  - d. The date of release; and
  - e. A copy of any consent to a release.
7. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12). 105 ILCS 5/2-3.64a-5.

If not maintained in the *temporary record*, the *permanent record* may include:

1. Honors and awards received.
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records.
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8).
3. Completed home language survey.
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act (325 ILCS 5/8.6) shall be placed in the student record.
6. Health-related information, defined by the ISBE as "current documentation of a student's health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs, e.g., glucose readings, long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports."
7. Accident report, defined by the ISBE as "documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request."
8. Any documentation of a student's transfer, including records indicating the school or school district to which the student transferred.
9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement.
10. Information contained in related service logs maintained by the District for a student with an individualized education program under 105 ILCS 5/14-8.02f(d).

The temporary record may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores

4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student's education

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

1. **The right to inspect and copy the student's education records within 10 business days after the date 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. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District may extend the response timeline to 15 business days in accordance with ISSRA. 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 a student. 105 ILCS 5/10-22.3c and 10/5a; 750 ILCS 60/214(b)(15).

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

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal or the Official Records Custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians 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(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or ISSRA 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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) 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. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

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.

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 will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

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

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least five 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 five years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every four years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to prohibit the release of directory information concerning the parent's/guardian's child.**

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

Name

Address

Grade level

Birth date and place

Parent(s)/guardian(s)' 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. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise.*

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

- 6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers 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 a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

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

- 8. The right to file a complaint with the U.S. Dept. 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:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

ADOPTED: August, 2009;      REVISED: November 20, 2013; December 19, 2016  
July 18, 2018; Dec. 18, 2019

## Students

### Exhibit - Using a Photograph or Video Recording of a Student

*Distribute to parent/guardian at the time he/she registers a child for school and/or annually at the beginning of the school year. Return to the Building Principal to be kept in the student's temporary record.*

Student \_\_\_\_\_

School Year \_\_\_\_\_

#### Pictures of Unnamed Students

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

#### Pictures of Named Students

Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or who deserve special recognition.

In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign the consent below. Please complete and sign this form to allow the school to publish and otherwise use photographs and video recordings, with your child identified, while he or she is enrolled in this school.

**I grant consent to the School District to identify a picture of my child, by full name and/or the school he or she attends, in any school sponsored material, publication, video recording, or website. This consent is valid for the entire time my child is enrolled in the District. I may revoke this consent at any time by notifying the Building Principal.**

\_\_\_\_\_  
Parent/Guardian Name *(please print)*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

#### Pictures of Students Taken By Non-School Agencies

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

August, 2017

Students**NORTH GREENE UNIT DISTRICT NO. 3**

Administrative Education Center  
250 East Sherman Street  
White Hall IL 62092  
[www.northgreene.com](http://www.northgreene.com)

Mark Scott, Superintendent  
[msscott@northgreene.com](mailto:msscott@northgreene.com)  
Phone: 217-374-2842  
FAX: 217-374-2849

**Exhibit - Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information**

Date:

Re: Military Recruiters and Postsecondary Institutions Receiving Student Directory Information

Dear Parents/Guardians:

From time-to-time, military recruiters and postsecondary educational institutions request the names, telephone numbers, and addresses of our secondary students. The school must provide this information unless the parent/guardian, or the student if he/she has attained the age of 18, submits a written request that the student's records not be released without their prior written consent.

**Important:** If you do not want military recruiters or institutions of higher learning to be given your secondary school student's name, address, and telephone number without your prior written consent, please complete the form below and return it to the Building Principal.

Sincerely,

Mark Scott, Superintendent

*To be completed and submitted to the Building Principal.*

**For parents:**

- ☐ Do not release my child's name, telephone numbers, and/or address, without first obtaining my prior written consent, to institutions of higher learning or military recruiters.

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature (if student is under age 18)

\_\_\_\_\_  
Date

**For Students age 18 or older:**

- ☐ Do not release my name, telephone numbers, and/or address, without first obtaining my prior written consent, to institutions of higher learning or military recruiters.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Student Signature (if student is age 18 or older)

\_\_\_\_\_  
Date

Dec. 19, 2016

## Students

### Exhibit - Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information

1. **What do the U.S. Patriot Act and Elementary and Secondary Education Act require of schools with regard to allowing military recruiters access to students?**

The Patriot Act has nothing to do with the military recruiter access to students or information. It requires schools to comply with an *ex parte* order issued in connection with the investigation or prosecution of terrorism. A court issues an *ex parte* order without notice to an adverse party. Student records may be disclosed pursuant to such an order without parents' consent or knowledge.

Schools receiving funds under the Elementary and Secondary Education Act must: (1) give military recruiters the same access to secondary school students as they provide to postsecondary educational institutions or to prospective employers or an institution of higher education, and (2) provide students' names, addresses, and telephone listings to military recruiters, when requested. 20 U.S.C. §7908; 10 U.S.C. §503(c).

2. **What information about students (and which students) must be disclosed to military recruiters by our administration?**

Secondary schools must disclose names, addresses, and telephone numbers of secondary students, unless parents/guardians, or the student if he/she has attained the age of 18 (an "eligible student"), have submitted a written request that the information not be released without their prior written consent.

3. **What notification must schools provide to parents/guardians and eligible students before disclosing students' names, addresses, and telephone numbers to military recruiters and institutions of higher education?**

Under federal and State laws governing student records, schools must provide notice to parents/guardians and eligible students of the types of student information that it releases publicly. This type of student information, commonly referred to as *directory information*, includes names, addresses, and telephone numbers. The notice must include an explanation of a parent/guardian's or eligible student's right to request that the information not be disclosed without prior written consent. Under the Elementary and Secondary Education Act, schools must notify parents that the school routinely discloses names, addresses, and telephone numbers to military recruiters and institutions of higher education upon request, subject to a parent/guardian's or eligible student's written request not to disclose such information without their prior written consent.

A notice provided through a mailing or student handbook informing parents/guardians and eligible students of the above information is sufficient to satisfy the parental notification requirements. The notification must advise parents/guardians and eligible students how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

If a school does not release "directory information," it still must provide students' names, addresses, and telephone numbers to military recruiters and institutions of higher education upon request. The school must notify parents/guardians and eligible students: (1) that it discloses information to military recruiters and institutions of higher education, and (2) that parents/guardians and eligible students have the right to opt out of this disclosure.

**4. Does recruitment take place in a private office or out in a common area?**

Neither federal nor State law addresses where recruitment takes place. These laws only require that guidelines imposed on military recruiters be the same as those imposed on postsecondary educational institutions recruiters and/or prospective employers.

**5. How frequently are recruiters present?**

Neither federal nor State law addresses how often recruiters may have access to students. These laws only require that guidelines imposed on military recruiters be the same as those imposed on postsecondary educational institutions and prospective employers.

**6. What information does a military recruiter request of students during the interview?**

The type of questions military recruiters may ask students is generally not limited. Of course, students may refuse to cooperate or even refuse to be interviewed.

**7. Can schools supervise recruiters to ensure they do not approach impressionable students too strongly?**

Federal law does not grant authority to schools to supervise military recruiting efforts. The school may, of course, require military and postsecondary recruiters to abide by the District's policy governing conduct on school property.

**8. What are parents' rights relative to military recruiters on campus?**

Parents may instruct their children to forgo being interviewed by military and/or postsecondary recruiters or prospective employers.

**9. What information do schools provide to families relative to recruiting that goes on at school?**

Aside from the notice described in #3, neither federal nor State law addresses what information schools must provide to parents regarding the recruiting that takes place at school – this is a local issue to be determined by the Superintendent or Building Principal.

**10. Where can I get more information on the requirements of 10 U.S.C. §503?**

The Office of the Secretary of Defense may be contacted for copies of the statute, or questions relating to it. Please contact the Accession Policy Directorate as follows:

Director, Accession Policy  
4000 Defense Pentagon  
Washington, DC 20301-4000  
Telephone: 703/695-5529

**11. Where can I get more information on the requirements of §9528 of the ESEA?**

The Family Policy Compliance Office (FPCO) in the Department of Education administers FERPA as well as §9528 of the ESEA (20 U.S.C. §7908). School officials with questions on this guidance, or FERPA, may contact the FPCO at [FERPA@ED.Gov](mailto:FERPA@ED.Gov) or write to the FPCO as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
Telephone: 202/260-3887  
Fax: 202/260-9001  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

## **Students**

### **Exhibit - Biometric Information Collection Authorization**

*Distribute to parent/guardian at the time he/she registers a child for school and to students who have reached the age of 18. Return to the Building Principal to be kept in the student's temporary record.*

**Student** \_\_\_\_\_ **Anticipated Graduation Year** \_\_\_\_\_

The District collects biometric information from its students only for identification and/or fraud prevention purposes. Biometric information includes any information collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition, or iris or retinal scans. The School Code requires written permission from the individual who has legal custody of the student, or from the student if he or she has reached the age of 18, before the District may collect biometric information from students.

When collecting biometric information, the School Code also requires the District to:

1. Store, transmit, and protect all biometric information from disclosure.
2. Prohibit the sale, lease, or other disclosure of biometric information to another person or entity unless: (a) prior written permission by you is granted, or (b) the disclosure is required by court order.
3. Discontinue the use of a student's biometric information under either of the following conditions: (a) upon the student's graduation or withdrawal from the school district; or (b) upon receipt in writing of a request for discontinuation by the individual having legal custody of the student or by the student if he or she has reached the age of 18.
4. Destroy all of a student's biometric information within 30 days after the occurrence of either conditions 3(a) or 3(b) above.

**I consent to the collection of biometric information of the above named student by the School District solely for identification or fraud prevention. I understand that this authorization is valid until he/she graduates or withdraws from the District, I request that the District's use of his/her biometric information be discontinued, or he/she reaches the age of 18, whichever is earlier. I understand that a request for discontinuation of the use of the above named student's biometric information may be made at any time by notifying the Building Principal in writing.**

\_\_\_\_\_  
Parent/Guardian (if student is under age 18) Signature

\_\_\_\_\_  
Student (if age 18 or over) Signature

\_\_\_\_\_  
Date

November, 2007; Revised: June 20, 2012; Sept. 20, 2017

## **Community Relations**

### **Accommodating Individuals with Disabilities**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, website, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least three years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

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

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.; 28 C.F.R. Part 35.  
Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).  
105 ILCS 5/10-20.51.  
410 ILCS 25/, Environmental Barriers Act.  
71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Expansion Programs)

ADOPTED: August 19, 1996; REVISED: January 20, 2010; March 21, 2012; December 19, 2016; Sept. 20, 2017



## **Operational Services**

### **Environmental Quality of Buildings and Grounds**

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

LEGAL REF.: 29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).  
29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.  
20 ILCS 3130/, Green Buildings Act.  
105 ILCS 5/10-20.17a; 5/10-20.48.  
105 ILCS 135/, Toxic Art Supplies in Schools Act.  
105 ILCS 140/, Green Cleaning School Act.  
225 ILCS 235/, Structural Pest Control Act.  
415 ILCS 65/, Lawn Care Products Application and Notice Act.  
820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (*inoperative*)  
23 Ill.Admin.Code §1.330.

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

ADOPTED: October, 2006; REVISED: November, 2009; August 20, 2014; Apr. 24, 2019

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# **NORTH GREENE UNIT DISTRICT NO. 3**

Administrative Education Center  
250 East Sherman Street  
White Hall IL 62092  
[www.northgreene.com](http://www.northgreene.com)

Mark Scott Superintendent  
[msscott@northgreene.com](mailto:msscott@northgreene.com)  
Phone: 217-374-2842  
FAX: 217-374-2849

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**TO: All North Greene Staff, Students, and Parents**

This letter is to inform you that the administration office has our Asbestos Inspection and Management Plan required under the Asbestos Hazard Emergency Response Act, and is available for public inspections.

The district plan can be reviewed weekdays from 9 a.m. to 3 p.m. at the office of the district superintendent.

Plans for each school in the district are available for viewing at each individual school in the Principal's office and can be seen between 9:00 a.m. and 3:00 p.m. weekdays.

Activities that the school districts are planning to complete according to the management plan this year are:

1. Continue six-month surveillance.
2. Continue operations and maintenance of all A.C. B. M.
3. Cleaning of areas that become necessary.
4. Provide training to maintenance and custodial staff as required.

Copies of the plan can be obtained by written request to the District Office at a charge of 25 cents per page. The photocopies are available within five working days after written request is received by the district.

Sincerely,

*Mark Scott*

Superintendent

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## **NORTH GREENE UNIT DISTRICT NO. 3**

Administrative Education Center  
250 East Sherman Street  
White Hall IL 62092  
[www.northgreene.com](http://www.northgreene.com)

Mark Scott, Superintendent  
[msscott@northgreene.com](mailto:msscott@northgreene.com)  
Phone: 217-374-2842  
FAX: 217-374-2849

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August,

Dear Parent, Guardian, and Staff Member:

North Greene Unit District No. 3 practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term "pesticides" includes insecticides, herbicides, rodenticides, and fungicides.

This school district is establishing a registry of people for the 2018-2019 school year who wish to be notified prior to pesticide applications. To be included in this registry, please write a letter stating your request, include your name, student name(s), school, and your home address. Send this letter to Mark Scott, Superintendent, 250 East Sherman Street, White Hall IL 62092. It is your responsibility to let us know if your address changes.

Sincerely,

*Mark Scott*  
Superintendent

## **Operational Services**

### **Convicted Child Sex Offender; Screening; Notifications**

#### **Persons Prohibited on School Property without Prior Permission**

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

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

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

#### **Screening**

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

#### **Notification to Parents/Guardians**

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

## **Operational Services**

### **Convicted Child Sex Offender; Screening; Notifications**

#### **Persons Prohibited on School Property without Prior Permission**

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

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

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

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**Operational Services**

**NORTH GREENE UNIT DISTRICT NO. 3**

Administrative Education Center  
250 East Sherman Street  
White Hall IL 62092  
[www.northgreene.com](http://www.northgreene.com)

Mark Scott, Superintendent  
[mscott@northgreene.com](mailto:mscott@northgreene.com)  
Phone: 217-374-2842  
FAX: 217-374-2849

**Exhibit - Informing Parents/Guardians About Offender Community Notification Laws**

Date: August,

To: Parent(s)/Guardian(s)

Re: Offender Community Notification Laws

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

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

ADOPTED: July 15, 2015;

REVISED: Apr. 24, 2019

## **Operational Services**

### **Safety**

#### **Safety and Security**

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

#### **School Safety Drill Plan**

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

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

#### **Annual Review**

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE). 29 Ill.Admin.Code Part 1500.

#### Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

#### Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

#### Soccer Goal Safety

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

#### Unsafe School Choice Option

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

1. All students attending a persistently dangerous school, as defined by State law and identified by the ISBE.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

#### Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

#### Emergency Closing

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



**Operational Services****Exhibit - Accident or Injury Form**

*The supervisory staff member must complete this form for submission to the Superintendent whenever any person, student, or adult, is injured on District property or at a District-sponsored event.*

Name of injured person \_\_\_\_\_

Age \_\_\_\_\_ ☐ Male ☐ Female Telephone \_\_\_\_\_

Address \_\_\_\_\_

Class, activity, or event \_\_\_\_\_

Accident location \_\_\_\_\_

Accident date \_\_\_\_\_ Time of accident \_\_\_\_\_

How did the accident occur? (Describe sequence of events) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Emergency contact notified? ☐ Yes ☐ No If no, explain why: \_\_\_\_\_

\_\_\_\_\_

If yes, provide the following:

Contact name \_\_\_\_\_ Relationship \_\_\_\_\_

Time and method of contact \_\_\_\_\_ By whom \_\_\_\_\_

**Witnesses Information**

Name	Address	Telephone

First aid administered? ☐ Yes ☐ No

If yes, describe first aid administered and by whom: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Supervisor (*please print*)\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

September 20, 2017

## Operational Services

### Exhibit - School Staff AED Notification Letter

Date:

To: Staff members

Re: Notification to School Staff of the Physical Fitness Facility Medical Emergency Response Instructions and AED Availability

We would like to notify you about our plan for responding to medical emergencies that might occur in our physical fitness facilities. This plan includes access to an Automated External Defibrillator (AED) in the following locations in these facilities:

Facility	Location
	(See building maps)
North Greene Administrative Center	250 E. Sherman, White Hall
North Greene Jr.-Sr. High School	546 North Main St., White Hall
North Greene Elementary	403 West North St., Roodhouse

The AEDs are strategically placed and readily accessible to predetermined AED users to maximize rapid use. The AED is available during school hours and after school during any activity or program organized by the school and supervised by a school employee. The predetermined AED users are school nurses and any other person who has received AED training (American Heart Association, American Red Cross, or equivalent training) and has a completion card on file with the Superintendent. Any anticipated rescuers or users should now also be trained and certified.

The following information is posted with each AED:

1. Instructions to immediately call 911 and instructions for emergency care.
2. Instructions for using an AED.

Please contact me if you would like information on becoming a trained AED user. If you anticipate that your duties make you more likely to use an AED, you should become trained and certified. It is important to note that the Physical Fitness Facility Medical Emergency Preparedness Act and the Local Governmental and Governmental Employees Tort Immunity Act protect staff members from liability. We appreciate your support.

Sincerely,

Mark Scott

Superintendent

Attachments: Step-by-Step Emergency Response Plan (bottom of page 4 of 4:170-AP6, *Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED*)

## **Instruction**

### **Accelerated Placement Program**

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

The Superintendent or designee shall implement an APP that includes:

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

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.: 105 ILCS 5/14A.  
23 Ill.Admin.Code Part 227, Gifted Education.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted),  
7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student  
Transfers To and From Non-District Schools)

ADOPTED: July 18, 2018; REVISED: May 20, 2020

## **Students**

### **Student Athlete Concussions and Head Injuries**

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
  - a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District.
  - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
    - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
    - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
  - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
  - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
  - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
  - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
  - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussion*, which includes its *Return to Play (RTP) Policy*. These specifically require that:
  - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
  - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
  - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
4. Require all student athletes to view the IHSA video about concussions.
5. Inform student athletes and their parent(s)/guardian(s) about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
6. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
8. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.

*[For high school districts that belong to the IHSA and have certified athletic trainers.]*

9. Include a requirement for certified athletic trainers to complete and submit a monthly report to the IHSA on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware.

LEGAL REF.: 105 ILCS 5/22-80.

105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 7:300 (Extracurricular Athletics)

ADOPTED: Dec. 20, 2011; REVISED: June 19, 2013; Dec. 20, 2017; Dec. 19, 2018

## Community Relations

### Exhibit - Letter Notifying Parents/Guardians of School Visitation Rights

Date:

Dear Parents/Guardians:

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 to attend necessary educational or behavioral conferences at their child's school. Please review the following copy of this Act to determine if you are entitled to a school visitation leave.

Sincerely,

*Mark Scott*

Superintendent

\*\*\*\*\*

### **SCHOOL VISITATION RIGHTS ACT** 820 ILCS 147

#### **147/1. Short title**

This Act may be cited as the School Visitation Rights Act.

#### **147/5. Policy**

The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

#### **147/10. Definitions**

As used in this Act:

- (a) "Employee" means a person who performs services for hire for an employer for:
  - (1) at least 6 consecutive months immediately preceding a request for leave under this Act; and
  - (2) an average number of hours per week equal to at least one-half the full-time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months."Employee" includes all individuals meeting the above criteria but does not include an independent contractor.
- (b) "Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or a nonprofit organization.
- (c) "Child" means a biological, adopted or foster child, a stepchild or a legal ward of an employee and who is enrolled in a primary or secondary public or private school in this State or a state which shares a common boundary with Illinois.

- (d) "School" means any public or private primary or secondary school or educational facility located in this State or a state which shares a common boundary with Illinois.
- (e) "School administrator" means the principal or similar administrator who is responsible for the operations of the school.

**147/15. School conference and activity leave**

- (a) An employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours; however, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.
- (b) Nothing in this Act requires that the leave be paid.
- (c) For regularly scheduled, non-emergency visitations, schools shall make time available for visitation during regular school hours and evening hours.

**147/20. Compensation**

An employee who utilizes or seeks to utilize the rights afforded by this Act may choose the opportunity to make up the time so taken as guaranteed by this Act on a different day or shift as directed by the employer. An employee who exercises his rights under this Act shall not be required to make up the time taken, but if such employee does not make up the time taken, such employee shall not be compensated for the time taken. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. Employers shall make a good faith effort to permit an employee to make up the time taken for the purposes of this Act. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time in a manner that would require the payment of wages on an overtime basis. Notwithstanding any other provision of this Section, if unpaid leave under this Act conflicts with the unreduced compensation requirement for exempt employees under the federal Fair Labor Standards Act, an employer may require an employee to make up the leave hours within the same pay period.

**147/25. Notification**

The State Superintendent of Education shall notify each public and private primary and secondary school of this Act. Each public and private school shall notify parents or guardians of the school's students of their school visitation rights. The Department of Labor shall notify employers of this Act.

**147/30. Verification**

Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide the parent or guardian documentation of the school visitation. The parent or guardian shall submit such verification to the employer. The State Superintendent and the Director of the Department of Labor shall suggest a standard form of documentation of school visitation to schools for use as required by this Section. The standard form of documentation shall include, but not be limited to, the exact time and date the visitation occurred and ended. Failure of a parent or guardian to submit the verification statement from the school to his or her employer within 2 working days of the

school visitation subjects the employee to the standard disciplinary procedures imposed by the employer for unexcused absences from work.

**147/35. Employee rights**

No employee shall lose any employee benefits, except as provided for in Section 20 of this Act, for exercising his or her rights under this Act. Nothing in this Act shall be construed to affect an employer's obligation to comply with any collective bargaining agreement or employee benefit plan. Nothing in this Act shall prevent an employer from providing school visitation rights in excess of the requirements of this Act. The rights afforded by this Act shall not be diminished by any collective bargaining act or by any employee benefit plan.

**147/40. Applicability**

This Act applies solely to public and private employers that employ at least 50 or more individuals in Illinois, and to their employees.

**147/45. Violation**

Any employer who violates this Act is guilty of a petty offense and may be fined not more than \$100 for each offense.

**147/49. Limits on leave**

No employer that is subject to this Act is required to grant school visitation leave to an employee if granting the leave would result in more than 5% of the employer's work force or 5% of an employer's work force shift taking school conference or activity leave at the same time.

August, 2017



**Community Relations****Exhibit - Verification of School Visitation**

*To be completed by the parent/guardian and given to the Building Principal. Please print.*

This document serves to verify that the named parent/guardian attended a school conference or classroom activity for his or her child held on the date and time indicated below.

---

Student

---

Conference/Classroom activity

---

Parent/Guardian name

---

Date/time of conference/classroom activity

---

Parent/Guardian signature

\*\*\*\*\*

*To be signed by the Building Principal and returned to the parent/guardian.*

---

Building Principal signature

---

Date

UPDATED: October 19, 2016

## **Operational Services**

### **Targeted School Violence Prevention Program**

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure District environment is an important Board goal. While it is not possible for the District to completely eliminate threats in its environment, a Targeted School Violence Prevention Program (Program) using the collective efforts of local school officials, staff, students, families, and the community helps the District reduce these risks to its environment.

The Superintendent or designee shall develop and implement the Program. The Program oversees the maintenance of a District environment that is conducive to learning and working by identifying, assessing, classifying, responding to, and managing threats and acts of targeted school violence. The Program shall be part of the District's Comprehensive Safety and Security Plan, required by Board policy 4:170, *Safety*, and shall:

1. Establish a District-level School Violence Prevention Team to: (a) develop a District-level Targeted School Violence Prevention Plan, and (b) oversee the District's Building-level Threat Assessment Team(s).
2. Establish Building-level Threat Assessment Team(s) to assess and intervene with individuals whose behavior may pose a threat to safety. This team may serve one or more schools.
3. Comply with State and federal law and align with Board policies.

The Local Governmental and Governmental Employees Tort Immunity Act protects the District from liability. The Program does not: (1) replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in violence prevention, assessments and counseling services, (2) extend beyond available resources within the District, (3) extend beyond the school day and/or school-sponsored events, or (4) guarantee or ensure the safety of students, District staff, or visitors.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-21.7, 5/10-27.1A, 5/10-27.1B, 5/24-24, and 5/27-23.7.  
105 ILCS 128/, School Safety Drill Act.  
745 ILCS 10/, Local Governmental and Governmental Employees Tort Immunity Act.  
29 Ill.Admin.Code Part 1500.

CROSS REF.: 2:240 (Board Policy Development), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention), 7:340 (Student Records), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: April 24, 2019;

REVISED: Dec. 18, 2019

## **Instruction**

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a 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 (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

LEGAL REF.: 105 ILCS 5/10-19.05(e), 5/10-22.6a, 5/14-13.01, and 5/18-4.5.  
23 Ill.Admin.Code §§1.520, 1.610, and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED: October 16, 2006; REVISED: April 20, 2011; December 20, 2011; August 20, 2014; December 20, 2017; Dec. 18, 2019

## Students

### Residence

#### Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

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

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

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

#### Requests for Nonresident Student Admission

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

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

#### Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools tuition-free pursuant to:

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

#### Homeless Children

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

#### Challenging a Student's Residence Status

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

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
 105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.  
 105 ILCS 45/ and 70/.  
 23 Ill.Admin.Code §1.240.  
Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School  
Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992).  
Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650  
 (Ill.App.1, 1997).  
Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1, 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

ADOPTED: November 21, 2005; REVISED: May 20, 2009; December 15, 2010;  
 December 19, 2016

**Students****Exhibit - Letter of Residence from Landlord in Lieu of Lease**

A person seeking to enroll a child may use this form as evidence of residency when a signed lease is unavailable – other documents will also be required to establish residency. Return this completed form, signed by your landlord, to the Building Principal. The School District reserves the right to evaluate the evidence presented; completing this form does not guarantee admission.

**To be completed and signed by the individual enrolling the child and returned to the Principal. Please print.**

Child	School	
Individual enrolling the child	Home Telephone	
Relationship to the child		
Residence street address	City	Zip code
Landlord's name	Landlord's telephone	
Landlord's address	City	Zip code
Signature of the individual enrolling the student	Date	

**To be signed by your landlord to verify that you are renting this residence.**

I certify that the individuals named above are living in the residence named above for the lease term of \_\_\_\_ / \_\_\_\_ / \_\_\_\_ through \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Landlord's signature	Date
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**WARNING:** If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for nonresident tuition from the date the student began attending a District school as a nonresident.

A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the district is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)).

A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that district without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).

December 19, 2016

**Students****Exhibit - Letter of Residence to Be Used When the Person Seeking to Enroll a Student Is Living with a District Resident**

A person seeking to enroll a child should use this form as evidence of residency when he or she cannot produce a lease, purchase property agreement, or other similar document – other documents will also be required to establish residency. The School District reserves the right to evaluate the evidence presented; completing this form does not guarantee admission.

**To be completed by the individual enrolling the child and returned to the Principal. Please print.**

Child \_\_\_\_\_ School \_\_\_\_\_  
 Individual enrolling the child \_\_\_\_\_ Home Telephone \_\_\_\_\_  
 Relationship to the child \_\_\_\_\_

Residence street address \_\_\_\_\_ City \_\_\_\_\_ Zip code \_\_\_\_\_

Signature of the individual enrolling the student \_\_\_\_\_ Date \_\_\_\_\_

**To be completed and signed by the individual who is responsible for the residence. Please print.**

Name of the individual who is responsible for the residence \_\_\_\_\_ Telephone \_\_\_\_\_

I am responsible for this residence by ☐ ownership, ☐ lease, or ☐ other \_\_\_\_\_

Total number of: Persons living at this residence \_\_\_\_\_ Rooms in residence \_\_\_\_\_ Bedrooms \_\_\_\_\_

State the reasons for this living arrangement, including your relationship to the individual enrolling the child:

**I certify that this information is true and that the individuals named above are living in my residence.**

Signature of the individual who is responsible for the residence \_\_\_\_\_ Date \_\_\_\_\_

**WARNING:** If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for nonresident tuition from the date the student began attending a District school as a nonresident.

A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the district is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)).

A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that district without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).

August, 2011; REVISED: December 19, 2016

## Students

### Exhibit - Evidence of Non-Parent's Custody, Control, and Responsibility of a Student

This form establishes a child's residency in the School District when the child is not living with a natural or adoptive parent. It must be completed by the individual who has assumed custody. Read **Important Warning** and submit this form with your signature to the Building Principal.

Student's name \_\_\_\_\_

District attendance building \_\_\_\_\_

Name of individual completing this form (*Please print*) \_\_\_\_\_

Relationship to child \_\_\_\_\_

*Please check all applicable boxes:*

- ☐ The child lives with me at my residence address, as stated below, and is not living with me solely for the purpose of attending the District's school.
- ☐ I have assumed and exercise full legal responsibility for and control of the child regarding daily educational and medical decisions, including responsibility for:
- ☐ medical decisions and costs  
☐ discipline and restitution for vandalism or other crimes

☐ food and clothing  
☐ school fees (books, bus, etc.)

At my residence the child regularly: (*Please explain any unchecked boxes*)

- ☐ Eats meals \_\_\_\_\_
- ☐ Sleeps \_\_\_\_\_
- ☐ Spends weekends and summers \_\_\_\_\_

**Important Warning:** The School District reserves the right to evaluate the evidence presented. Completing this form does not guarantee admission. If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for nonresident tuition from the date the student began attending a District school as a nonresident.

A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)).

A person who knowingly or willfully presents to the School District any false information regarding a student's residency to enable that student to attend any school in the District without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).

Date \_\_\_\_\_

Signature of individual completing this form \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

**Optional:** *To be completed by the natural or adoptive parent(s), if one is available.*

*Please check all applicable boxes:*

- ☐ I am the natural or adoptive parent of the child.
- ☐ I have willingly transferred full custody and control of, as well as responsibility for this child to:
- \_\_\_\_\_
- ☐ The transfer of custody is not solely for the purpose of attending the District's schools.

Date \_\_\_\_\_

Signature of individual completing this form \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

August, 2011;      REVISED: December 19, 2016



## **Students**

### **Student Support Services**

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent/guardian must consent to regular or continuing services from a social worker.
4. Guidance and school counseling services.
5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such needs.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 *et seq.*

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act of 2003.  
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.  
105 ILCS 5/10-20.58.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Diseases), 7:340 (Student Records)

ADOPTED: August 16, 2004; REVISED: August 20, 2014; December 19, 2016;  
December 20, 2017; Dec. 19, 2018

## **Students**

### **Communicable and Chronic Infectious Disease**

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

LEGAL REF.: 105 ILCS 5/10-21.11.  
410 ILCS 315/2a.  
23 Ill.Admin.Code §§ 1.610 and 226.300.  
77 Ill.Admin.Code Part 690.  
Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.  
Rehabilitation Act, Section 504, 29 U.S.C. §794(a).

ADOPTED: April 16, 2007; REVISED: April 20, 2011; Oct. 19, 2016

## Students

### Food Allergy Management Program

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

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

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

LEGAL REF.: 105 ILCS 5/2-3.149 and 5/10-22.39.  
*Guidelines for Managing Life-Threatening Food Allergies in Schools (Guidelines)*, jointly published by the State Board of Education and Ill. Dept. of Public Health.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: November 20, 2010; REVIEWED: October 19, 2016

## **School District Organization**

### **School District Philosophy**

#### **VISION-**

At North Greene Unit District No. 3, where all students learn and grow.

#### **MISSION-**

1. Active partnership with parents and community
2. Promoting excellence through a safe and supportive learning environment
3. Guiding students in finding their individualized path to success.

**CROSS REF:** 2:10 (School District Governance), 3:10 (Goals and Objectives), 6:10 (Educational Philosophy and Objectives)

**ADOPTED:** June 18, 2007; **REVISED:** October 15, 2008; March 20, 2019

## **General School Administration**

### **Goals and Objectives**

The Superintendent directs the administration in the management of the School District and to facilitate the implementation of a quality educational program in alignment with School Board policy 1:30, *School District Philosophy*. Specific goals and objectives are to:

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedures manual and handbooks for personnel and students that are in alignment with Board policy.
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-21.4, and 5/10-21.4a.

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board Superintendent Relationship), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 6:10 (Educational Philosophy and Objectives)

ADOPTED: August 19, 1996; REVISED: January 22, 2007; August 17, 2011;

Reviewed: September 21, 2016; August 21, 2019

## **Instruction**

### **Educational Philosophy and Objectives**

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to:

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Develop students' awareness of and appreciation for cultural diversity.
3. Stimulate students' intellectual curiosity and growth.
4. Provide students with fundamental career concepts and skills.
5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
7. Encourage students to become life long learners.
8. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7:10, *Equal Educational Opportunities*.

In order for the Board to monitor whether the educational program is attaining these objectives and to be knowledgeable of current and future resource needs, the Superintendent shall prepare an annual report that includes:

1. A review and evaluation of the present curriculum.
2. A projection of curriculum and resource needs.
3. An evaluation of, and plan to eliminate, any bias in the curriculum or instructional materials and methods concerning the classifications referred to in item 8, above.
4. Any plan for new or revised instructional program implementation.
5. A review of present and future facility needs.

CROSS REF: 1:30 (School District Philosophy), 3:10 (Goals and Objectives), 6:15 (School Accountability), 7:10 (Equal Educational Opportunities)

ADOPTED: August 19, 1996; AMENDED: January 21, 2009; July 18, 2018

## **Instruction**

### **Instructional Materials**

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

The Superintendent or designee shall annually provide a list or description of textbooks and instructional materials used in the District to the School Board. Anyone may inspect any textbook or instructional material.

Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with an R or equivalent rating.

### **Instructional Materials Selection and Adoption**

The Superintendent shall approve the selection of all textbooks and instructional materials according to the standards described in this policy. The School Code governs the adoption and purchase of textbooks and instructional materials.

LEGAL REF.: 105 ILCS 5/10-20.8 and 5/28-19.1.

CROSS REF.: 6:30 (Organization of Instruction), 6:40 (Curriculum Development), 6:80 (Teaching About Controversial Issues), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

ADOPTED: October 16, 2006; REVISED: May 19, 2008; Sept. 20, 2017; Dec. 18, 2019

## **Instruction**

### **Grading and Promotion**

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

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

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

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

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

ADOPTED: October 16, 2006; REVISED: January 21, 2015; Dec. 20, 2017; May 20, 2020



## Instruction

### Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### Acceptable Use

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

### Internet Safety

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

1. Ensure staff supervision of student access to online electronic networks,

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

Authorization for Electronic Network Access

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.  
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).  
Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.  
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.  
720 ILCS 5/26.5.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools)

ADMIN. PROC.: 6:235-AP1 (Administrative Procedure - Acceptable Use of the District's Electronic Networks), 6:235-AP1, E1 (Student Authorization for Access to the District's Electronic Networks), 6:235-AP1, E2 (Exhibit - Staff Authorization for Access to the District's Electronic Networks)

ADOPTED: May 14, 2007; REVISED: Oct 25, 2007; July 18, 2012; October 19, 2016;  
May 20, 2020

## **Instruction**

### **Exhibit - Student Authorization for Access to the District's Electronic Networks**

*This form accompanies Administrative Procedure 6:235-AP1, Acceptable Use of the District's Electronic Networks. It must be signed when students will have unsupervised Internet access or when supervision will be minimal. Please submit this form to the Building Principal.*

Dear Parents/Guardians:

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

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

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

## Authorization for Access to the District's Electronic Networks Form

**Students must have a parent/guardian read and agree to the following before being granted unsupervised access:**

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of the District's Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the *Acceptable Use of the District's Electronic Networks* with my child. I hereby request that my child be allowed access to the District's electronic networks, including the Internet.

\_\_\_\_\_  
Parent/Guardian Name (*please print*)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Students must also read and agree to the following before being granted unsupervised access:**

I understand and will abide by the *Acceptable Use of the District's Electronic Networks*. I understand that the District and/or its agents may access and monitor my use of the District's electronic networks, including the Internet, my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic networks, including the Internet.

\_\_\_\_\_  
Student Name (*please print*)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Revised: 12-20-2017

## **Instruction**

### **Exhibit - Online Privacy Statement**

#### **Online Privacy Statement**

The School District respects the privacy of all website visitors to the extent permitted by law. This Online Privacy Statement is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us.

There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

#### **Network Traffic Logs**

In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as e-mail headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

#### **Website Visit Logs**

District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called "referrers"), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

#### **Cookies**

Cookies are pieces of information stored by your web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one webpage to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.

#### **Information Voluntarily Provided by You**

In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other

material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

Each webpage requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or listed below, with questions or concerns on the use of personally identifiable information.

While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

#### Communication Preferences

You can stop the delivery of informational emails from the District by following the specific instructions in the email you receive. Depending on the respective service, you may also have the option of proactively making choices about the receipt of email, telephone calls, and postal mail for particular District information and activities.

#### Links to Non-District Websites

District websites provide links to other websites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this Online Privacy Statement; they may have their own policies or none at all. Often you can tell you are leaving a District website by noting the URL of the destination site. These links to external websites open a new browser window as well.

Please email your questions or concerns to the System Administrator [*insert contact information*].

ADOPT: 2005;    REVISED: September 18, 2013; Sept. 21, 2016

## **Instruction**

### **Exhibit - Keeping Yourself and Your Kids Safe On Social Networks**

#### **For students:**

- Put everything behind password protected walls, where only friends can see.
- Protect your password and make sure you really know who someone is before you allow them onto your friend's list.
- Blur or morph your photos a bit so they won't be abused by cyberbullies or predators.
- Don't post anything your parents, principal or a predator couldn't see.
- What you post online stays online - forever!!!! So ThinkB4UClick!
- Don't do or say anything online you wouldn't say offline.
- Protect your privacy and your friends' privacy too...get their okay before posting something about them or their pics online.
- Check what your friends are posting/saying about you. Even if you are careful, they may not be and may be putting you at risk.
- That cute 14-year old boy may not be cute, may not be 14 and may not be a boy! You never know!
- And, unless you're prepared to attach your blog to your college/job/internship/scholarship or sports team application...don't post it publicly!
- Stop, Block and Tell! (don't respond to any cyberbullying message, block the person sending it to you and tell a trusted adult).
- R-E-S-P-E-C-T! (use good netiquette and respect the feelings and bandwidth of others).
- Keep personal information private (the more information someone has about you, the more easily they can bully you).
- Google yourself! (conduct frequent searches for your own personal information online and set alerts ... to spot cyberbullying early).
- Take 5! (walk away from the computer for 5 minutes when something upsets you, so you don't do something you will later regret).

#### **And for parents:**

- Talk to your kids - ask questions (and then confirm to make sure they are telling you the truth!)
- Ask to see their profile page (for the first time)...tomorrow! (It gives them a chance to remove everything that isn't appropriate or safe...and it becomes a way to teach them what not to post instead of being a gotcha moment! Think of it as the loud announcement before walking downstairs to a teen party you're hosting.)
- Don't panic...there are ways of keeping your kids safe online. It's easier than you think!
- Be involved and work with others in your community. (Think about joining WiredSafety.org and help create a local cyber-neighborhood watch program in your community.)
- Remember what you did that your parents would have killed you had they known, when you were fifteen.
- This too will pass! Most kids really do use social networks just to communicate with their friends. Take a breath, gather your thoughts and get help when you need it. (You can reach out to WiredSafety.org.)
- It's not an invasion of their privacy if strangers can see it. There is a difference between reading their paper diary that is tucked away in their sock drawer...and reading their blog. One is between them and the paper it's written on; the other between them and 700 million people online!
- Don't believe everything you read online - especially if your teen posts it on her blog!

For more information, visit [www.WiredSafety.org](http://www.WiredSafety.org); [www.stopcyberbullying.org](http://www.stopcyberbullying.org).

Reprinted with permission from "Parry Aftab's Guide to Keeping Your Kids Safe Online, MySpace, Facebook and Xanga, Oh! My!" Parry Aftab, Esq., [www.aftab.com](http://www.aftab.com).

## Resources for Students and Parents

### **Resources for students:**

- Federal Trade Commission - Kids and Socializing Online [www.onguardonline.gov/articles/0012-kids-and-socializing-online](http://www.onguardonline.gov/articles/0012-kids-and-socializing-online).
- Connect Safely - Social Web Tips for Teens [www.connectsafely.com/Safety-Tips/social-web-tips-for-teens.html](http://www.connectsafely.com/Safety-Tips/social-web-tips-for-teens.html) (2014).
- Life online (Girls Scouts and Windows) - [lmk.girlscouts.org/Online-Safety-Topics/Social-Networking/Is-It-Safe-/Test-Your-Knowledge-on-Social-Networking-Safety.aspx](http://lmk.girlscouts.org/Online-Safety-Topics/Social-Networking/Is-It-Safe-/Test-Your-Knowledge-on-Social-Networking-Safety.aspx). Test for knowledge of networking safety. National Center for Missing and Exploited Children – Teens Talk Back, Social Networking [www.netsmartz.org/TeensTalkBack/SocialNetworking](http://www.netsmartz.org/TeensTalkBack/SocialNetworking).

### **Resources for parents:**

- National Crime Prevention Council – Social Networking Safety, Tips for Parents [www.npc.org/topics/internet-safety/social-networking-safety](http://www.npc.org/topics/internet-safety/social-networking-safety). Great comprehensive article for parents.
- Connect Safely - Social Web Tips for Parents [www.connectsafely.com/Safety-Tips/social-web-tips-for-parents.html](http://www.connectsafely.com/Safety-Tips/social-web-tips-for-parents.html) (2014).
- National Cyber Security Alliance - Raising Digital Citizens [www.staysafeonline.org/stay-safe-online/for-parents/raising-digital-citizens](http://www.staysafeonline.org/stay-safe-online/for-parents/raising-digital-citizens).
- Illinois Attorney General – Stay Connected Stay Informed [www.illinoisattorneygeneral.gov/cyberbullying/](http://www.illinoisattorneygeneral.gov/cyberbullying/).
- DHS U.S. CERT - Socializing Securely: Using Social Networking Services [www.us-cert.gov/sites/default/files/publications/safe\\_social\\_networking.pdf](http://www.us-cert.gov/sites/default/files/publications/safe_social_networking.pdf).
- DHS U.S. Computer Emergency Readiness Team - Staying Safe on Social Network Sites [www.us-cert.gov/ncas/tips/ST06-003](http://www.us-cert.gov/ncas/tips/ST06-003) (January 26, 2011).
- Internet Safety: Social Networking Sites for Children [blog.privatewifi.com/internet-safety-social-networking-sites-for-children/](http://blog.privatewifi.com/internet-safety-social-networking-sites-for-children/) (March 30, 2011).
- 8 Safe Social Networks for Kids [kommiein.com/8-safe-social-networks-for-kids/](http://kommiein.com/8-safe-social-networks-for-kids/) (Jan. 5, 2011). List of sites that are compliant with Children's Online Privacy Protection Act and have parental controls.

ADOPTED: October, 2006;      REVISED: August 17, 2001; October 19, 2016



**Instruction****Exhibit - Children's Online Privacy Protection Act*****NORTH GREENE UNIT DISTRICT NO. 3***

August, .

RE: Children's Online Privacy Protection Act

Dear Parent(s)/Guardian(s):

This letter is being sent as part of the District's continuing effort to educate parents and students about privacy protection and Internet use.

The Children's Online Privacy Protection Act gives parents control over what information websites can collect from their children. Many companies, however, are not providing information about what data a mobile app collects, who will have access to that data, and how it will be used. Allowing your child access to games and other seemingly harmless applications on a smartphone or computer risks his or her exposure to intrusive marketing and access to personal information.

A recent survey of apps for children by the Federal Trade Commission found that 10 percent of apps with social networking services did not disclose their presence; 17 percent of the apps allowed children to make purchases without parent/guardian consent; and 58 percent contained constant advertising, while less than 20 percent disclosed that advertising would appear.

The following suggestions may help keep children from being bombarded by unwanted advertising, from making unwanted purchases and from disclosing personal information and location:

- Be choosy about the applications that you let your child use. Try the app yourself to check for advertising messages and/or social networking and purchase options before allowing your child access.
- Select activities that do not require access to the Internet or an application, such as looking at family pictures or listening to preselected music, screened and approved by you.
- Make certain that the ability to make purchases is password protected.
- Set up family rules and consequences explaining that all purchases made via a smartphone or computer must have parent/guardian consent.
- Caution children about the use of social networking and other sites and/or apps that can pinpoint locations.
- Monitor computer and smartphone use whenever and wherever possible.

For more information on the Children's Online Privacy Protection Act, please see the following links:

[www.ftc.gov/opa/2012/12/kidsapp.shtm](http://www.ftc.gov/opa/2012/12/kidsapp.shtm)

[www.ftc.gov/opa/reporter/privacy/coppa.shtml](http://www.ftc.gov/opa/reporter/privacy/coppa.shtml)

Sincerely, Mark Scott, Superintendent

APPROVED: June 19, 2013

## **Instruction**

### **Student Testing and Assessment Program**

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

The Superintendent or designee shall manage the student assessment program that, at a minimum:

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

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30<sup>th</sup> day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.  
105 ILCS 10/, Illinois School Student Records Act.  
105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

ADOPTED: November 19, 2005; REVISED: February 19, 2007; December 16, 2009  
January 21, 2015; Dec. 20, 2017; Aug. 21, 2019

## **Students**

### **Restrictions on Publications; Elementary Schools**

*[For elementary or unit districts only]*

#### **School-Sponsored Publications and Web Sites**

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

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

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

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

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

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

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

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

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

- LEGAL REF.: 105 ILCS 5/27-23.7  
Hazelwood v. Kuhlmeier, 108 S.Ct. 562 (1988).  
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).  
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 (1969).
- CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)
- ADOPTED: August 19, 1996; AMENDED: Nov. 27, 2006; Dec. 19, 2016

## Instruction

### School Year Calendar and Day

#### School Calendar

The School Board, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

#### Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

#### School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-24.46, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.  
10 ILCS 5/11-4.1.  
23 Ill.Admin.Code §1.420(f).  
Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

ADOPTED: January 10, 2010; REVISED: November, 2010; January 21, 2015;  
December 20, 2017; Dec. 19, 2018; Dec. 18, 2019

## **Instruction**

### **Field Trips**

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the School Board. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip; and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140, *Waiver of Student Fees*. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

LEGAL REF.: 105 ILCS 5/29-3.1.

CROSS REF.: 4:140 (Waiver of Student Fees), 6:10 (Educational Philosophy and Objectives), 7:10 (Equal Educational Opportunities), 7:270 (Administering Medicines to Students)

ADOPTED: May 14, 2007; REVISED: May 19, 2008; June 19, 2013; July 18, 2018

## **Students**

### **Release Time for Religious Instruction/Observance**

A student shall 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 five calendar days before the student's anticipated absence(s). This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons and include a list of religious holidays on which a student shall be excused from school attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

LEGAL REF.: Religious Freedom Restoration Act, 775 ILCS 35/  
105 ILCS 5/26-1 and 5/26-2b.

CROSS REF.: 7:70 (Attendance and Truancy)

ADOPTED: October 16, 2006; REVISED: Sept. 20, 2017

## Students

### Release During School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

### Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

*[For high school and unit districts only]*

### Voting

The Superintendent or designee shall specify the hours during which students who are entitled to vote at a primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, may be absent from school for a period of two hours to vote. Students are entitled to be absent from school to vote beginning the 15th day before the primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

LEGAL REF.: 10 ILCS 5/7-42(b) and 5/17-15(b), Election Code.

CROSS REF.: 4:170 (Safety)

ADOPTED: October 15, 2007; REVISED: September 15, 2010; 2015; May 20, 2020



## **Community Relations**

### **Community Use of School Facilities**

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the School Board.

- LEGAL REF.: Boy Scouts of America Equal Access Act, 20 U.S.C. §7905.  
10 ILCS 5/19-2.2.  
105 ILCS 5/10-20.40, 5/10-22.10, and 5/29-3.5.  
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).  
Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).  
Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).
- CROSS REF.: 7:330 (Student Use of Building - Equal Access), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)
- ADOPTED: October 18, 2004; REVISED: Jan. 22, 2008; June 19, 2013; Dec. 19, 2016

## **Community Relations**

### **Visitors to and Conduct on School Property**

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

**Visitor** - Any person other than an enrolled student or District employee.

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

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, 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 town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.

11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
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.

#### Convicted Child Sex Offender

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

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

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

#### Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

#### Enforcement

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

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

#### Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a

hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain:

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

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).  
20 U.S.C. §7181 et seq., Pro-Children Act of 1994.  
105 ILCS 5/10-20.5b, 5/22-33, 5/24-25, and 5/27-23.7(a).  
115 ILCS 5/3(c), Ill. Educational Labor Relations Act.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.  
430 ILCS 66/, Firearm Concealed Carry Act.  
410 ILCS 705/, Cannabis Tax and Regulation Act.  
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

ADOPTED: May 19, 2008; REVISED: April 19, 2010; December 18, 2013; December 16, 2015; December 19, 2016; May 20, 2020

## Community Relations

### Exhibit - Letter to Parent Regarding Visits to School by Child Sex Offenders

Date:

Dear Parent/Guardian:

---

Student's Name *(Please print)*

School

State law places restrictions on child sex offenders' access to school property. See 720 ILCS 5/11-9.3. It prohibits a child sex offender from knowingly being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender: (1) is a parent/guardian of a student and the parent/guardian is: (a) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (b) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (c) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school; or (2) has permission to be present from the Superintendent or the School Board and the Superintendent or Board President have informed the Building Principal. A child sex offender present on school property must remain under the direct supervision of a school official. A child sex offender who violates these provisions of the law is guilty of a Class 4 felony.

#### Instructions for Child Sex Offenders

To lawfully visit school property, a child sex offender must complete 8:30-E2, *Child Sex Offender's Request for Permission to Visit School Property*, for each visit to school property.

Sincerely,

School Administrator

Revised: October 21, 2015; May 20, 2020

## Community Relations

### Exhibit - Child Sex Offender's Request for Permission to Visit School Property

If you are a child sex offender, you must complete this form to lawfully visit school property whenever students are present. After a decision is made whether to grant or deny your request for permission to visit, a copy will be returned to you. This information will be kept in the District's main office as well as in the Building Principal's office where you are seeking permission to visit.

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School (Visit Location)

\_\_\_\_\_  
Date of Visit

Complete the following if you are a parent/guardian of a student attending the above listed school.

I request permission to visit the school for the following reason(s):

- ☐ To attend a conference with school personnel to discuss the academic or social progress of my child.
- ☐ To participate in my child's review conference in which evaluation and placement decisions may be made with respect to my child regarding special education services.
- ☐ To attend a conference to discuss other student issues concerning my child such as retention and promotion.
- ☐ Other (Please be specific): \_\_\_\_\_

Complete the following if you are **not** a parent/guardian of a student who attends the school you are requesting to visit.

- ☐ I request permission to visit the school for the following reason(s) (Please be specific): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

-----  
The following is to be completed by District personnel only:

- ☐ **Permission Granted**      ☐ **Permission Denied**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Superintendent, Designee, or Board President)

**Visit Supervision** (To be completed by the staff member supervising the child sex offender)

Supervisor's Name (Please print) \_\_\_\_\_

Visitor's Time In \_\_\_\_\_

Visitor's Time Out \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

Revised: October 21, 2015; May 20, 2020

## **Professional Personnel**

### **Teacher Qualifications**

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
  - a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
  - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
  - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
  - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students' classroom teachers' professional qualifications.

LEGAL REF.: 20 U.S.C. §6312(e)(1)(A).  
105 ILCS 5/10-20.15, 5/21-11.4, 5/21B-15, 5/21B-20, 5/21B-25, and 5/24-23.  
23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25.

CROSS REF.: 6:170 (Title I Programs)

ADOPTED: October 18, 2004; REVISED: November, 2010; April 16, 2014; Dec. 19, 2016;  
Dec. 19, 2018; Dec. 18, 2019

## **Professional Personnel**

### **Exhibit - Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications**

***NORTH GREENE UNIT DISTRICT NO. 3***     *-250 East Sherman Street – White Hall IL 62092 – 217-374-2842*

Date: August, 2020

Re: You May Request Your Child's Classroom Teachers' Qualifications

Dear Parents/Guardians:

As a parent/guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to request the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. You may request the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

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

If you would like to receive any of this information, please contact the school office.

Sincerely,

*Mark Scott*, Superintendent



## **NORTH GREENE UNIT DISTRICT NO. 3**

Administrative Education Center  
250 East Sherman Street  
White Hall IL 62092  
[www.northgreene.com](http://www.northgreene.com)

Mark Scott, Superintendent  
[mscott@northgreene.com](mailto:mscott@northgreene.com)  
Phone: 217-374-2842  
FAX: 217-374-2849

### **Professional Personnel**

#### **Exhibit - Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements**

Date \_\_\_\_\_

Re: Your Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification or Licensure Requirements

Dear Parents/Guardians:

All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The teacher listed below has taught your child's class for the last four consecutive weeks. While the District is unable to verify that the teacher meets applicable State certification or licensure requirements for the grade level and subject area to which he/she is assigned, our observations of his/her classroom indicate that he/she is providing a satisfactory educational program and experience. This notice is required by federal law (20 U.S.C. §6312(e)(1)(B)(ii)).

If you have any questions concerning this notice, please contact the school office.

Teacher: \_\_\_\_\_

Subject: \_\_\_\_\_

Sincerely,

Superintendent

April 16, 2014; Revised: 2016

## Instruction

### School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared *State Goals for Learning* with accompanying *Illinois Learning Standards*.

The School Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

### Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and ISBE rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's *Multiple Measure Index* and corresponding *Annual Measurable Objective* provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with 105 ILCS 5/2-3.153, annually administer a climate survey on the instructional environment within the school to, at minimum, students in grades 4 through 12 and teachers.

LEGAL REF.: 105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/2-3.153, 5/10-21.3a, and 5/27-1.  
23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

ADOPTED: December 19, 2016;      REVISED: April 24, 2019; Dec. 18, 2019

## **School Board**

### **Board Policy Development**

The School Board governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

#### **Policy Development**

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

A Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board Attorney when appropriate.

#### **Policy Adoption and Dissemination**

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration will be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available for public inspection in the District's main office during regular office hours. Copy requests should be made pursuant to Board policy 2:250, *Access to District Public Records*.

#### **Board Policy Review and Monitoring**

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.

#### **Superintendent Implementation**

The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

#### **Suspension of Policies**

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

## **Students**

### **Student Rights and Responsibilities**

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.: 20 U.S.C. §7904.  
105 ILCS 20/5.  
Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior)

ADOPTED: July 16, 2007;      REVISED: June 20, 2012, December 16, 2015; May 20, 2020