



# Oakwood Grade School

## 2023-2024 Parent-Student Handbook

Serving students PK-8th grade

Oakwood Grade School  
408 S. Scott Street  
P.O. Box 219  
Oakwood, IL 61858-0219

(217) 354-4221

Nicole Lapenas, Principal PK-8

Lisa Acton, Assistant Principal PK-8

Nicole Johnson, Assistant Principal 5-8/Athletic Director

**Oakwood Grade School**  
**2023-2024 Parent-Student Handbook**

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## CHAPTER 1: GENERAL SCHOOL INFORMATION

**Our Oakwood CUSD #76 Mission:** *A whole community investing in the whole child*

**Our Oakwood CUSD #76 Vision:** *To be the school district of choice that engages, inspires, and values the whole student.*

### Oakwood CUSD #76...Our Core Values:

- achieves **knowledge** through innovative learning.
- acts with **integrity** towards all in an honest and ethical manner.
- models **respect** in our everyday relationships with each other.
- sets **high expectations** for academic success and provides students with the skills to achieve career and college readiness.
- values **teamwork** and collaboration between school and community; staff and students; and all stakeholders.
- enriches the **community** through a unified campus.

**OGS School Colors:** Purple and White    **OGS Nickname:** Comets

### General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website, [www.oakwood.76.org](http://www.oakwood.76.org) or at the Board office, located at: 12190 U.S. Route 150, Oakwood IL, 61858

### Oakwood Grade School Daily Schedule

7:45 am	Doors open for students <i>Students are not permitted to enter the building before 7:45 am</i>
7:45 am - 8:00 am	Breakfast option or students report to assigned school location
2:45 pm	Car rider dismissal begins
3:00 pm	Walker dismissal begins
3:05 pm	Bus dismissal begins

### Oakwood Grade School Office Hours

Regular attendance day office hours are 7:00 am - 3:30 pm, Monday through Friday.

Transportation Information [see also Chapter 4 of OGS Handbook]

**BUS CHANGES:** To request a change of pick-up or drop-off, there must be advanced notice of five (5) days and approval of both the building principal and Director of Transportation. To request a change or for questions regarding this policy, please reach out to the Director of Transportation by calling 217-354-4221, ext. #2307.

**GENERAL TRANSPORTATION CHANGES:** If you need to change your child from a bus rider to a walker or car rider, please let the office know prior to 1:00 pm to ensure an ample amount of time is given for communication. All bus changes must follow the policy stated above.

**Purpose of this Handbook**

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules and regulations. Please become familiar with its contents. In addition, each principal, within his/her school, may establish certain written rules and regulations not consistent with those established by the Board of Education. This handbook is only a summary of Board policies, and the handbook may be changed during the year without notice.

**Oakwood CUSD#76 Board of Education**

The School Board governs the school district, and is elected by the community.

Randy Smith, President  
Brenda Ludwig, Vice President  
Hanea Hicks  
Mark Janesky  
Erik Plotner  
Clay Woodard

Regular meetings will be held on the first Wednesday after the third Monday of each month at 5:30 p.m. at the Oakwood Unit Office building at 12190 U.S. Route 150, Oakwood unless otherwise notified.

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

Larry Maynard, Superintendent, [maynardl@oakwood76.org](mailto:maynardl@oakwood76.org)  
Nicole Lapenas, Principal, [lapenasn@oakwood76.org](mailto:lapenasn@oakwood76.org)  
Lisa Acton, Assistant Principal, [actonl@oakwood76.org](mailto:actonl@oakwood76.org)  
Nicole Johnson, Assistant Principal/AD, [johnsonn@oakwood76.org](mailto:johnsonn@oakwood76.org)

**Emergency School Closings [Chapter 1.9]**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 6 am. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. If there is a cancellation or an early dismissal, the school will send out an alert via the mass communication system to inform parents. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

**School Communication Tools**

Oakwood Grade School utilizes the following platforms to communicate quickly and efficiently with parents.

**Class Dojo:** [www.classdojo.com](http://www.classdojo.com)

Your student(s) teacher will send you a link once his/her classes have been set up.

<https://www.classdojo.com/ul/p/addKid?target=school&schoolID=4eece6a4f64aa62934ed6b1c>

**Facebook:** Oakwood Shining Stars

**Website:** [www.oakwood76.org](http://www.oakwood76.org)

### **Student Complaints and Grievances**

Students have both the right and the responsibility to express school-related concerns and grievances to the administration. For the discussion and consideration of a grievance any student or group of students must:

- Request a meeting time and place of the building Principal.
  - One faculty member of the student's choice may be present at such a meeting.
  - The time and place will be designated upon request.
  - The building Principal will reply to the concern or grievance within ten school days after the meeting.
- The decision of the administrator may be appealed to the Board of Education.
  - A written request must be submitted for a hearing before the Board of Education, addressed to the Office of the Superintendent.
  - The request must be received ten days prior to any regularly scheduled board meeting.
- The decision may be appealed in writing to the Regional Superintendent of Schools if no satisfaction is received from the local school board. If the decision of the Regional Superintendent is not satisfactory, then a written appeal can be made to the State Superintendent of Education

### **Teacher Conference**

Teachers are available to meet with students and parents to discuss academic progress. If a conference is desired, an appointment should be made directly with the teacher with at **least** 24 hour advance notice.

### **Building Use**

Community guests may request to use the facility by filling out the Building Facility Use Form, gain permission from the building Principal and Superintendent, and pay a fee plus a refundable deposit for the use of building facilities.

### **2023-2024 Prices**

Non-Profit Organizations	\$0, may require security deposit
Community, Civic, Religious Organizations	\$75.00, plus security deposit
Commercial/Business	\$150.00, plus security deposit




For questions, please reach out to the Superintendent at the Oakwood CUSD #76 Unit Office.

# ARRIVAL/DISMISSAL

## OAKWOOD ELEMENTARY SCHOOL

School doors open at **7:45 am**; the day begins at **8:00 am**. If your student arrives after 8:00, they must be checked in at the front Oakwood office. There is no supervision before 7:45; do not leave children unattended before this time. Adults may not enter the building at arrival or dismissal for safety reasons; please contact the front office if you need assistance.

Dismissal begins at 2:45 with car riders. Walkers/bike riders are dismissed from the building at 3:00, and bus riders begin dismissal at 3:05.

	<p>Car rider pick up and drop off takes place on the west side of the building. Enter the one-way line from Sailor and/or Oakwood Street. Students will enter/exit the southwest doors labeled W4 by kindergarten.</p> <p>At dismissal, your Kid Account card will be scanned by school staff to ensure safe pickup. (Please see the front office for replacement cards.)</p>
	<p>Walkers and bike riders enter the southwest doors (W4). Depending upon which direction the student goes home, they will either exit the southwest doors (W4) or northwest doors (W5). (Please make sure your student knows where they are going.)</p> <p>If you wish to meet your student, please wait outside the northwest doors (W5).</p>
	<p>Bus riders will learn their bus assignments from the transportation department at the beginning of the school year. They will enter and exit on the east side of the building.</p>

Any changes in transportation **must** be communicated with the front Oakwood office (217-354-4221) before 1:00 pm.

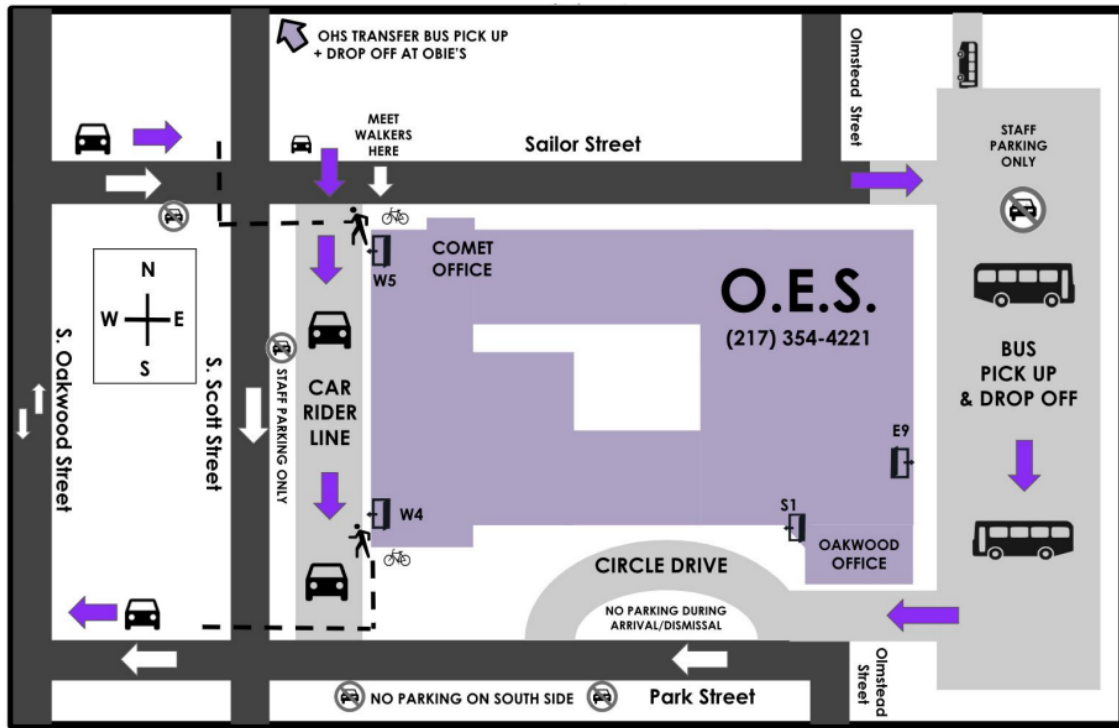
<p><b>Preschool</b></p>	<p>Our half day preschool runs from 8:00-10:30 (AM) and 12:30-3:00 (PM). For 8:00 arrival/3:00 dismissal, follow the OES guidelines above. For the 10:30 dismissal/12:30 arrival, bus riders, car riders, and walkers all enter/leave the southwest W4 doors.</p>
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# ARRIVAL/DISMISSAL

## OAKWOOD ELEMENTARY SCHOOL

**A.M. Arrival:**  
7:45 Doors Open  
8:00 Day Starts

**P.M. Dismissal:**  
2:45 Car Riders start  
3:00 Walkers 3:05 Bus



Each student is given two cards with barcodes on them. If your child is a car rider, you will keep a card in your car, and our staff will scan them in the pickup line. (If a person is not approved to pick up a child, the principals will be alerted.) If your child is not normally a car rider, we ask you to keep the card in a safe place in case your transportation mode changes. (See images below)



Please keep cards from year to year as only NEW students will receive free cards at the beginning of the year. Replacement cards are available by calling the Oakwood Grade School Office (217) 354-4221 for \$1.00 per card.

2023-2024 Oakwood CUSD #76 District Calendar

2023-24 OAKWOOD CUSD #76 DISTRICT CALENDAR

Registration Wednesday Thursday	(2 days) August 2, 2023 (*am & pm) August 3, 2023 (*am & pm)	*AM Times = 8:00 – 11:30 am / *PM Times = 3:00 – 6:30 pm Location: Oakwood Elementary School *Returning Students - See Website for Registration Appointments Beginning July *New Students to the District will make appointments with the Building Principals OHS: 217.354.2358 / OES: 217.354.4221
Monday	August 14, 2023	District Teachers' Institute Day - Opening Day
Monday	August 14, 2023	OES Meet the Teachers Night, Grades PK - 8th; 6:00 pm to 7:00 pm
Tuesday	August 15, 2023	First Day Student Attendance (full day)
Monday	September 4, 2023	Labor Day – No School
Wednesday	September 20, 2023	School Improvement Work Day / OHS SWAP DAY (11:30/11:40 Dismissal)
Friday	September 22, 2023	Homecoming (1:40/1:50 Dismissals) Parade – 3:30 p.m. Game at 7 p.m.
Friday	October 6, 2023	Teacher Institute – Education Support Personnel Holiday – No student attendance
Monday	October 9, 2023	Columbus Day – No School
Friday	October 13, 2023	End of First Quarter
Wednesday	October 18, 2023	Parent-Teacher Conferences 4 PM to 7 PM (1:40/1:50 Dismissal)
Thursday	October 19, 2023	Parent-Teacher Conferences 4 PM to 7 PM (1:40/1:50 Dismissal)
Friday	October 20, 2023	No School
Tuesday	October 31, 2023	OES Halloween Parade
Wednesday	November 22, 2023	Thanksgiving Break / No School (Nov 22-24)
Monday	November 27, 2023	School Resumes
Wednesday	December 6, 2023	School Improvement Work Day (11:30/11:40 Dismissal)
Wednesday	December 6, 2023	Senior Citizen Holiday Dinner at OHS 11:00 AM
Tuesday	December 19, 2023	HS – Semester Exams (1:40/1:50 Dismissal)
Wednesday	December 20, 2023	HS – Semester Exams (1:40/1:50 Dismissal)
Wednesday	December 20, 2023	End of 2nd Quarter - 1st Semester
Thursday	December 21, 2023	Christmas Break (Dec 21, 2023 – Jan 7, 2024)
Monday	January 8, 2024	Teacher Institute - No Student Attendance
Tuesday	January 9, 2024	School Resumes with Students
Monday	January 15, 2024	Martin Luther King Birthday - No School
Wednesday	February 7, 2024	School Improvement Work Day (11:30/11:40 Dismissal)
Monday	February 19, 2024	President's Day - No School
Wednesday	March 6, 2024	School Improvement Work Day (11:30/11:40 Dismissal)
Friday	March 15, 2024	End of Third Quarter
Wednesday	March 20, 2024	Parent-Teacher Conferences 4 PM to 7 PM (1:40/1:50 Dismissal)
Thursday	March 21, 2024	Parent-Teacher Conferences 4 PM to 7 PM (1:40/1:50 Dismissal)
Friday	March 22, 2024	No School
Monday	March 25, 2024	Spring Break – No School (Mar 25 – 29, 2024)
Monday	April 1, 2024	School Resumes
Wednesday	April 24, 2024	School Improvement Work Day (11:30/11:40 Dismissal)
Saturday	May 4, 2024	High School Prom
<b>Sunday</b>	<b>May 19, 2024</b>	<b>Graduation (HS at 1pm, 8th at 3:30pm)</b>
Monday	May 20, 2024	HS – Semester Exams (1:40/1:50 Dismissal)
Tuesday	May 21, 2024	HS – Semester Exams (1:40/1:50 Dismissal)
Wednesday	May 22, 2024	School Improvement Work Day (11:30/11:40 Dismissal) / Last day for Students
Thursday	May 23, 2024	District Teacher's Institute Day (LAST DAY OF SCHOOL IF ZERO EMERGENCY DAYS USED)



## **School Operations During a Pandemic or Other Health Emergency [Chapter 1.00]**

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

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

Additionally, please note the following:

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

## **Visitors [Chapter 1.40]**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

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

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

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

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

### **Equal Educational Opportunities and Sex Equity [Chapter 1.50]**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

Larry Maynard, Oakwood CUSD #76 Superintendent (217) 446-6081

### **Animals on School Property [Chapter 1.60]**

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

### **School Volunteers [Chapter 1.70]**

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

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

### **Invitations and Gifts [Chapter 1.80]**

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

### **Treats and Snacks [Chapter 1.85]**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require

refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

### **Video and Audio Monitoring Systems [Chapter 1.9]**

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

### **Accommodating Individuals with Disabilities[Chapter 1.110]**

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

### **Students with Food Allergies [Chapter 1.120]**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 354-4221

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

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

### **Students with Allergies and Chronic Illnesses**

Due to students/staff with allergies and chronic illnesses, all aerosol sprays are prohibited. Any of the following, but not limited to, scented lotions, colognes, and oils are also prohibited to prevent breathing difficulties and allergic reactions.

### **Care of Students with Diabetes [Chapter 1.130]**

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

Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the District Nurse by calling (217) 354-4221.

The District Nurse will provide a form to complete: Authorization to Provide Diabetic Care [Chapter 1.130-E1]

### **Suicide and Depression Awareness and Prevention [Chapter 1.140]**

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

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

#### **Crisis Text Line**

National Suicide Prevention Lifeline 1-800-273-TALK (8255)

Text "HELLO" to 741741 to speak anonymously with a crisis counselor

[crisistextline.org](http://crisistextline.org)

### **Parent Organizations and Booster Clubs [Chapter 1.160]**

PTO Contact Information (SY23-24)

[mikechilders1968@aol.com](mailto:mikechilders1968@aol.com) Tiffany Childers, President

[strebin79@yahoo.com](mailto:strebin79@yahoo.com) April Hack

[jbehrens515@gmail.com](mailto:jbehrens515@gmail.com) Julie Behrens

[amitom2002@comcast.net](mailto:amitom2002@comcast.net) Aimee Grissom

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

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

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.

2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

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

### **Student Appearance [Chapter 1.170]**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

### **Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations [Chapter 1.180]**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

### **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following. Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

#### Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

#### Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

### **Warning Signs of Grooming Behaviors**

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature

- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated as unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

### **Warning Signs of Boundary Violations**

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare.

Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student’s physical attributes, including excessively flattering comments



- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

### **Faith's Law Notifications [Chapter 1.185]**

#### Employee Conduct Standards

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

### **Prevention of Anaphylaxis [Chapter 1.190]**

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

## CHAPTER 2: ATTENDANCE, PROMOTION, AND GRADUATION

### Attendance [Chapter 2.10]

The word “attendance” at Oakwood Grade School is interpreted to include being present in assigned classes and being on time for assigned classes. We are convinced that regular attendance is of prime importance to the student for a good educational background. We urge you to develop the habit of regular and punctual attendance. It will help you now in your school work and later because college admission offices and future employers use attendance records to determine an applicant’s dependability and good citizenship.

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

### Student Absences [Chapter 2.20]

According to Illinois State law, a full-day of attendance for students in grades second through sixth grade must be a minimum of five clock hours (300 minutes) of instruction under the direct supervision of: (i) a certified teacher, or (ii) Non-teaching/volunteer personnel when engaging in non-teaching duties and supervising those instances specified in Section 10-22.34(a) and Section 34-18.

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student’s mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event<sup>2</sup>, or other reason as approved by the building principal.

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

**Pre-arranged excused absences must be approved by the principal 48 hours in advance of the absence.** Absences will only be excused if the student is in "good standing". Good standing students have less than 10% absences for the school year, are passing all classes, and have no major discipline.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. Students will be given one day to make up work for each day of excused absence.

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

In the event of any absence, the student's parent/guardian is required to call the school at (217) 354-4221 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

#### Excessive absences

A doctor's note is required for three consecutive missed school days. After nine (9) absences in a single school year a doctor's note is required for each subsequent absence. A doctor's note may not excuse absences for more than one calendar week. Failure to produce a doctor's note will result in an unexcused absence.

#### **All other absences will be considered unexcused.**

Once a student has reached a total of **9 absences** (excused by a parent), any additional absences may require documentation explaining the reason for the absence (doctor's note, court appearance letter, etc.) Any absence that does not meet these criteria will be considered unexcused.

All homework that is assigned while a student is on an unexcused absence or suspended is due upon return to school.

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

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.<sup>4</sup>

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services

## **Truancy [Chapter 2.50]**

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

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

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

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

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

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

### **Tardiness**

Please have your child to school on time each day. We would appreciate your cooperation and efforts to help your child arrive at school on time, ready to learn. If your student arrives after 8:00 am, he/she will have his/her attendance marked as tardy. Any student arriving after 8:00 am must enter the office and be signed in by the accompanying adult.

Students will be given two school arrival tardies per semester. The third tardy to school may result in a discipline referral. Referrals will be given for additional tardies.

Students will be given two warnings per semester for tardiness to class. The third tardy to class will result in a discipline referral. Referrals will be given for additional tardies.

- Students receive four minutes to exchange classes during the day. A student is on time to class if he/she is in the seat and ready for work when the bell rings.
- If you have been detained in the office or by a teacher, ask for a pass to class from the person that detained you before going to your next class. Students will not be admitted to class late without a pass.
- If you are late for class for any other reason than those previously stated, you are considered unexcused.

### **Grades 3-8**

- Four tardies per Quarter for students in grades 3-8 will result in the student serving one lunch detention. Should the student not serve the lunch detention, the student will be assigned an after school detention. Should the student not serve the after school detention, the child will receive one day of in-school suspension.

- Five or more tardies per Quarter for students in grades 3-8 will result in an after school detention. Should the student not serve the after school detention the child will receive one day of in-school suspension.

### **Leaving During The School Day**

Never leave the school grounds during the school day without checking out with the administration or school nurse. If you fail to comply with this rule you will be considered truant.

1. Personal reasons will be considered unexcused.
2. Early dismissal slips will be granted to students who have medical or dental appointments. The student will be excused for no more than one-half day (Exception would be verified by a physician of time needed or out-of-town appointments, e.g., Chicago or Indianapolis).
3. Early dismissal notes will not be accepted after 8:00 a.m. Students may be granted an early dismissal if parents have telephoned the school requesting early dismissal for that particular day.
4. Please make every effort to avoid abusing the privilege of early dismissal.

### **Release Time for Religious Instruction and Observance [Chapter 2.30]**

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

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

### **Make-Up Work [Chapter 2.40]**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up culminating projects, tests and quizzes. For more specific information regarding make-up work, see **Homework [Chapter 2.70]** on page 21 of the OGS student handbook.

### **Grading and Promotion [Chapter 2.60]**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

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

In order to be promoted a student cannot have more than 5 percent unexcused absences on their attendance record, or have more than 10 percent of their absences excused by a parent without valid medical documentation.

The final decision of promotion will be made by the Principal and the Academic Team.

Students may be retained if they have two grades of "F" as semester averages in any core class, or if they have two grades of "F" as final semester averages in any core classes.

In accordance with the laws of the State of Illinois, all eighth-grade students must pass the US Constitution test to be eligible for graduation.

Students meeting the criteria previously stated shall be promoted to the next grade.

Oakwood Grade School will notify the parents of students that are in jeopardy of not meeting these requirements after all first semester grades have been posted. A meeting may be held with the student and teacher to discuss the needed improvement of student grades. A reevaluation of student progress will be made at the conclusion of the third quarter.

### **Parent Portal (Teacherease)**

Parents have access to student information through the Oakwood District student management system found on the website or Oakwood app.

To access information on this web-based portal, a parent must fill out an application at registration. Please allow one week for account creation and notification.

### **Grading Scale**

The following scale is used in all subjects:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59

Oakwood Grade School's grading criteria is on a 4.0 scale. A 4-point scale is used to determine grade point average (A=4, B=3, C=2, D=1, F=0).

### **HONOR ROLL**

An honor roll is determined each quarter based upon the following criteria.

- High Honors: A 3.65 average or better
- Honors: A 3.15 average or better
- A student may not have an F in any major subject to be eligible for the Honor Roll.
- The major subjects utilized for computing grade point averages are Language Arts, Math, P.E., Science, and Social Studies.

*Progress reports* on all students may be sent anytime between grading periods to parents of students who need special attention. Progress notices will be sent to parents at mid-term of each grading period if necessary.

Report cards will be issued at the close of each nine week grading period.

### **Student Transfers and Withdrawals**

Students who are leaving Oakwood Grade School for the reason of moving from the district or withdrawing should notify the office and the principal so that necessary arrangements can be made.

- All textbooks should be turned into the office, fees must be paid, and the locker cleaned out.
- Students who are moving will want to make the necessary arrangements to have a transcript forwarded to the new school for enrollment purposes.
- Students who desire to withdraw are required to pick up a withdrawal form from the office and have it completed and signed by an authorized parent or guardian.

- Upon entering, you must present acceptable evidence such as a health card or signed written statement by the parent or guardian which indicates the student meets with the school district and state compliance regarding immunization and physical examination.
- Failure to comply or failure with intent to comply with the provisions of this policy shall result in temporary exclusion from entering school.
- The building Principal may exclude any student from the school who does not meet the state and/or local school board requirements of immunization and physical examination.
- If a child is to be excluded from school for the above-stated reason, the parent or guardian will be notified of the action by certified mail. Copies of the letter to the parents will be submitted to the school nurse and to the Superintendent. The parent or guardian may request a hearing with regard to this matter.
- School nurses of Oakwood CUSD #76 are not permitted to administer follow-up or initial immunization.

### **Homework [Chapter 2.70]**

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

#### ***Homework Not Turned in on Due Date***

When homework is not completed and turned in at the time specified by the teacher, it is considered late and once it is turned in it will be graded for half credit. Late work is accepted until the end of the current unit or quarter as determined by the class syllabus.

#### ***Homework for Excused Absences***

Homework that is assigned while a student is absent and excused can be made up for full credit. This homework must be made up within the same number of days that the student was absent, and if it is not turned in by that time, then it will be subject to the same rules above. It is the responsibility of the student to collect missing assignments and speak to teachers about missing tests or quizzes. Long term assignments and/or projects are due on the assigned day or return to school with no extensions.

### **Physical Education (PE) [Chapter 2.80-K8]**

The State of Illinois requires all students to take Physical Education. Students will be required to have a pair of tennis shoes for Physical Education. Students will receive a deduction from their participation grade per the syllabus for days without appropriate footwear.

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

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30<sup>1</sup>.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:<sup>2</sup>

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

**Excuses for Medical Reasons** Students healthy enough to attend school are generally considered healthy enough to attend physical education (PE) class. Notes to excuse students from PE classes for medical reasons are to be presented to the Main Office. Office staff will notify the PE teacher of the excuse. A parent note excusing the student from physical activity can be accepted for up to two days for an injury or illness. A maximum of two-parent notes per semester will be accepted. Any duration of time beyond two days will require a signed statement from the student's healthcare provider. The statement from the healthcare provider shall include a diagnosis, any restrictions needed, and the length of the restriction. If the length of time is undetermined or "until further notice," a new note from the healthcare provider will be needed every three months until the student is released from the restriction. If the student is allowed limited or modified participation, the healthcare provider's note should list specifically what activities/modifications are allowed.

### **Eighth Grade Graduation**

1. Students participating in the graduation exercises will be required to rent or purchase gowns as selected by the administration. Gown payments will be completed in the third quarter (or as determined by the gown provider). There will be no refunds if the student chooses not to participate in the graduation exercise.
2. Graduation will be held at Oakwood Grade School. A limited number of tickets will be issued to each graduate for floor seating.
3. A Valedictorian(s) and Salutatorian(s) will be selected for each graduating class unless there are multiple valedictorians. This award will be based on final grades in Language Arts, Math, P.E., Science, and Social Studies for both 7<sup>th</sup> and 8<sup>th</sup> grade. Valedictorian(s) and Salutatorian(s) must be in good student standing. Valedictorian(s) and Salutatorian(s) are determined at the completion of 7<sup>th</sup> and 8<sup>th</sup> grade year (4 semesters) and at least two (2) semesters must be completed at Oakwood Grade School. Good standing students have less than 10% absences for the school year, are passing all classes, and have no major discipline.
4. Eighth-grade students with incomplete grades will not be allowed to participate in graduation exercises.
5. All dues and fees must be paid before graduation.
6. Eighth-grade students who have outstanding detentions and/or Saturday Schools may not participate in graduation exercises.



### **Eighth-Grade Trip**

The eighth-grade trip is a privilege for students. The trip will be chosen each year in conjunction with sponsors and school administration.

Student requirements must be met to be eligible for the trip.

1. Must have a passing grade for the year in all classes and be eligible for promotion to ninth grade. Grades will be calculated using the 4.0 scale and the final grade for each quarter. Students and their parents will be notified of the risk of not attending the eighth-grade trip during the first half of the third-quarter if the student has failed at least one-quarter of one class during the first semester.
2. All dues and fees must be paid before the eighth-grade trip.
3. Pay for his/her cost of the trip.
4. Must be currently enrolled at Oakwood Grade School (OGS).

A student will be excluded from the trip for any of the following disciplinary reasons:

- More than five (5) unexcused absences for the year.
- More than three (3) period suspensions for the year.
- More than three (3) detentions and/or Saturday Schools for the year.
- More than one (1) overnight suspension for the year.
- More than one (1) in-school suspension for the year.
- More than one(1) bus suspension for the year.
- More than one (1) suspension up to three (3) days for the year. (Suspensions of more than three (3) days automatically exclude a student from the class trip).
- Any unserved detentions and/or Saturday Schools for the year.
- Any discipline incidents during the second semester may put the eighth-grade trip in jeopardy.

The cost of the trip will be determined by the third-quarter midterm. A fundraiser will be held as a school-sponsored fundraiser for a student to raise money for the trip.

If a student becomes ineligible for the trip, money raised will stay with the class account.

Parents will be given the option of making payments to the school to pay for the cost of the trip. Parents will be notified of this option by the third-quarter midterm.

The administration has the final decision to exclude a student from the trip due to reasons not listed above and/or additional concerns from the class sponsor. The administration must meet with sponsors and parents before the fourth-quarter midterm for this type of decision.

### **Home and Hospital Instruction [Chapter 2.10]**

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

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

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

For information on home or hospital instruction, contact: Meagan Zindars, District Nurse by calling (217) 354-4221.

## CHAPTER 3: STUDENT FEES AND MEAL COSTS

### **Fees, Fines & Charges; Waiver of Student Fees [Chapter 3.10]**

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The building principal will give additional consideration where one or more of the following factors are present: <sup>2</sup>

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

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 217-354-4221.

### **Student Fees/Meal Costs (2023-2024 School Year)**

**Registration:** \$75.00 Kindergarten through 8th Grade

**Lunches:** \$3.00/per meal for Student

**Reduced:** \$0.40/per meal for Student

**Breakfast:** \$1.75/per meal for Student

**Reduced:** \$0.30/per meal for Student

**Milk:** \$.50 (per half pint-payable daily)

**Athletic Fees:** \$30 - 1 Activity, \$60 - 2 or More Activities

*Athletic fee must be paid by the first game or the athlete will not be allowed to participate in games.*

**Athletic Pass:** Home Games Only, Tournaments Not Included

\$15 - Student Pass, \$45 - Adult Pass, \$100 Family Pass

**Replacement Costs for Damaged Items:**

<b>Chromebook Damages:</b>	\$230.00
<b>Book Fee:</b>	\$35.00
<b>Keys/Keyboard Damages:</b>	\$40.00
<b>Ipad Damages:</b>	\$300.00
<b>IPad Mini Damages:</b>	\$379.00
<b>Power Adapter/Cord:</b>	\$20.00
<b>Screen Damages:</b>	Small = \$35.00, Large = \$55.00
<b>IPad Adapter:</b>	\$20.00
<b>T-Mobile Hotspot:</b>	\$85.00
<b>IPad Screen:</b>	\$175.00

**School Breakfast and Lunch Program [Chapter 3.20]**

Breakfast is served starting at 7:45 am. Lunch will be provided, except when there is an 11:30 am or earlier dismissal. A student may bring a sack lunch from home or may purchase a school lunch. See the school website for prices for school breakfast, lunch and milk. Free and reduced-price meals are available for qualifying students. For an application, contact the building principal.

School lunch is not provided for PreK students.

School menus for breakfast and lunch are posted on the school website, Class Dojo, and social media pages.

## CHAPTER 4: TRANSPORTATION AND PARKING

### **Bus Transportation [Chapter 4.10]**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned.

**There can only be one pick-up address and one drop-off address.**

**BUS CHANGES: To request a change of pick-up or drop-off, there must be advanced notice of five (5) days and approval of both the building principal and Director of Transportation. To request a change or for questions regarding this policy, please reach out to the Director of Transportation by calling 217-354-4221, ext. #2307.**

**GENERAL TRANSPORTATION CHANGES: If you need to change your child from a bus rider to a walker or car rider, please let the office know prior to 1:00 pm to ensure an ample amount of time is given for communication. All bus changes must follow the policy stated above.**

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

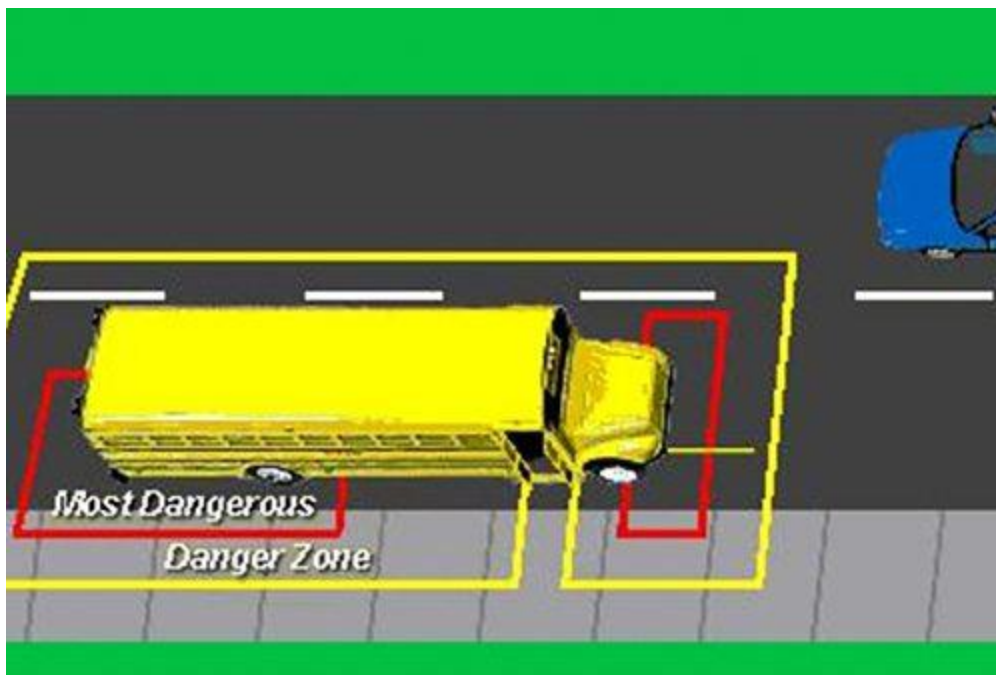
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



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

For questions regarding school transportation issues, contact: the Director of Transportation by calling (217) 354-4221.

## **Bus Conduct [Chapter 4.15]**

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

1. Violating any school rule or school district policy.
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 building principal 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.

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.

## **Visitor Parking [Chapter 4.20-K8]**

The school has locations available for school visitor parking in the main circle drive.

Those dropping off and picking up children may do so in the location outlined in the "Arrival and Dismissal Procedures Map" during the following hours: 7:45 am to 8:00 am and 2:45 - 3:05 pm..

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

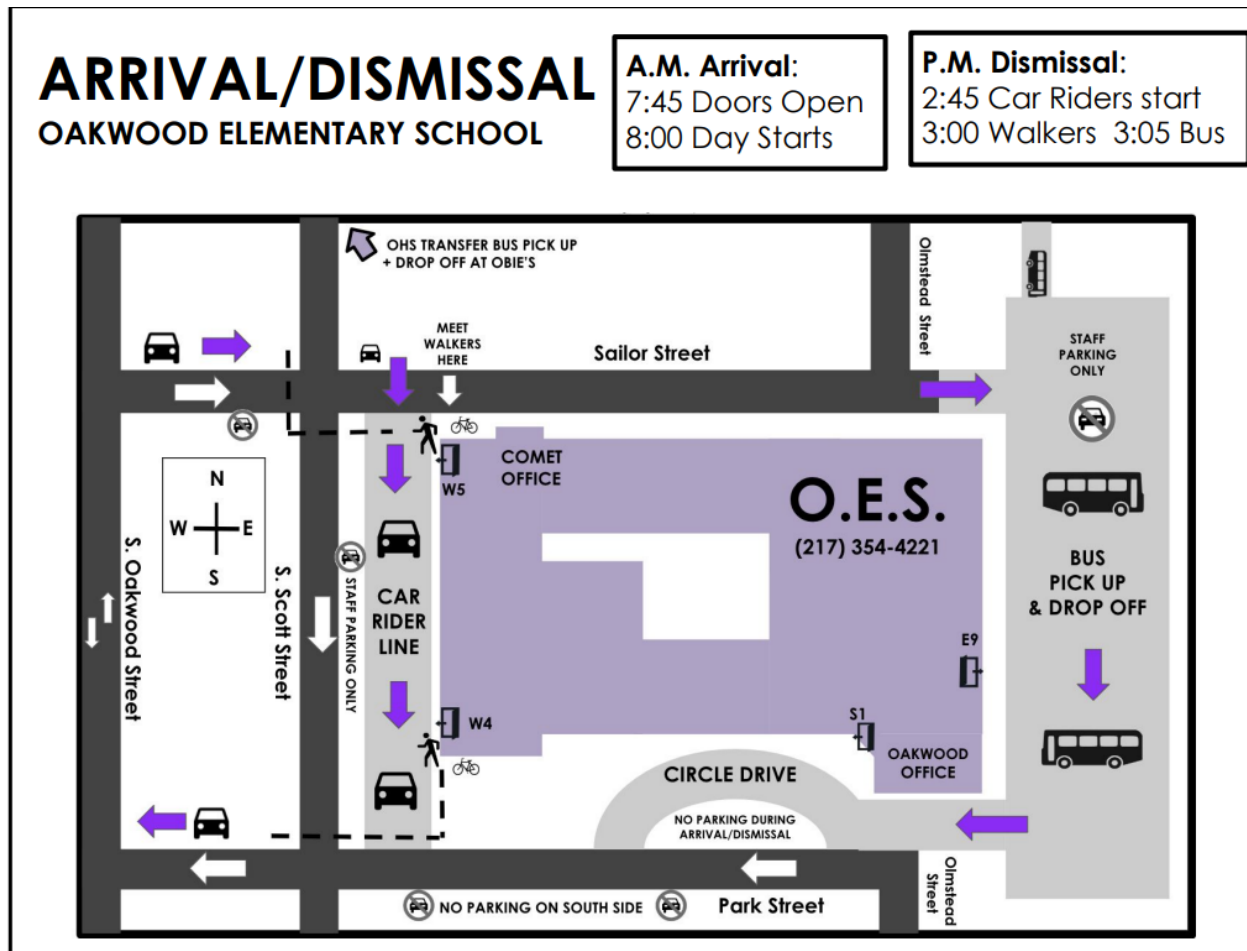
Traffic patterns for arrival and dismissal (and approved parking locations) are listed on pages 6 and 7 of the OGS Student Handbook.

## **Evening Activity Parking**

Parking for all Oakwood Grade School activities will be in the East Parking lot

For large special events, parking instructions will be posted on social media sites.

## Arrival and Dismissal Procedures Map



**Visitors-** All visitors may still park in the circle drive located on the south side of the building. All visitors must enter this entrance and report to the school main office. **The building will be locked down during the dismissal period of 2:45-3:15.** If parents want to check students out at the end of the day, they must enter the building before 2:45. **No admittance will be allowed between 2:45-3:15.**

**Transportation changes should be communicated to the office prior to 1:00 pm**

To ensure traffic patterns run smoothly, please follow the above procedures and observe the No Parking signs located around the building. As a reminder, State law prohibits the use of cellphones in school zones. Failure to comply with the rules outlined in the traffic patterns above will result in written warnings and/or police involvement.



## CHAPTER 5: HEALTH AND SAFETY

### Home and Hospital Instruction [Chapter 2.10]

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

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

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

For information on home or hospital instruction, contact: Meagan Zindars, District Nurse by calling (217) 354-4221.

### Immunization, Health, Eye and Dental Examination [Chapter 5.10]

#### Immunization/Health Exam

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

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

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

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

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a

required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year.

### **Dental Examination**

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

### **Exemptions**

A student will be exempted from the above requirements for:

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

### **Student Medication [Chapter 5.20]**

#### **Student Medication**

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

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed

School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

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

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

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

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

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

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

### **Administration of Medical Cannabis**

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

### **Undesignated Medications**

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

## **Emergency Aid to Students**

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

### **Student Medication Authorization Form[Chapter 5.20-E1]**

A form must be completed by the child's parent(s)/guardian(s). A new form must be completed every school year for each medication. Forms are available through the District School Nurse.

### **Illness or Injury Procedure [Chapter 5.20-E2]**

In the event of an accident or serious illness of a pupil during the school day the school will:

- A. Notify the child's parents or other responsible persons designated by the parents immediately.
- B. Provide emergency care until either the parents or medical authorities assume responsibility.
- C. If warranted, get the child to his home, to a hospital, or to a physician's office.

If a child is to be sent home, his parents will be called to come for the child. No child will be sent home until a reliable person accepts the responsibility for the child.

The following ways will be used by Oakwood CUSD #76 schools to get injured or ill children to the hospital, doctor's office, or home:

- Authorized ambulance service;
- School personnel assigned to the job
- Parents pick up their children.

### **Guidance and Counseling [Chapter 5.30-K8]**

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

### **Safety Drill Procedures and Conduct [Chapter 5.40]**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

### **Communicable Disease [Chapter 5.50]**

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

**Head Lice [Chapter 5.60]**

The school will observe the following procedures and recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

## **CHAPTER 6: DISCIPLINE AND CONDUCT**

### **General Building Conduct [Chapter 6.10]**

Throughout the school year, we emphasize responsible personal behavior. All students are expected to act in a respectful and courteous manner on a consistent basis whenever they are attending our school, and/or participating in a school-related activity, or under the supervision of the school. Each teacher has specific classroom rules/expectations specific to his/her classes posted in their classroom. These rules/expectations are reviewed with students.

Students shall not arrive at school before 7:45 a.m. and classes begin at 8:00 a.m. and students are dismissed starting at 2:45 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

### **School-Wide Expectations**

Students are expected to demonstrate positive behaviors outlined by Oakwood Grade School's school-wide expectations. These four basic expectations help guide students throughout each area of the school community.

(1) Be Safe

(2) Be Trustworthy

(3) Be Accountable

(4) Be Respectful

### **Oakwood Grade School Code of Conduct**

Oakwood Unit 76 School Board believes its principal objective is to provide students with an educational experience which prepares students to be productive and contributing members of society. A safe and orderly learning environment is imperative for a healthy and engaging learning culture. To facilitate and maintain an environment which is conducive to learning, the School Leadership Team of Oakwood Grade School designed a Student Code of Conduct which outlines students' behavior at school and associated school events. The Student Code of Conduct defines conduct which is disruptive to the learning environment and/or illegal and subject to disciplinary action. This Oakwood Grade School Code of Conduct handbook is not intended to create a contractual relationship with the student; rather, it is

intended to describe the school, its current practices, procedures, rules and regulations. If you would like to discuss this Student Code of Conduct, please contact your school's principal.

### **Student Rights and Student Responsibilities**

#### ***Student Rights:***

- (1) Each student has the right to a safe learning environment.
- (2) Each student has a right to be treated with respect, dignity, and fairness.
- (3) Each student has a right to pursue an education.
- (4) Each student has a right to participate in extracurricular opportunities to promote skills, academic achievement, and develop strengths and talents.
- (5) Each student has a right to be academically challenged.

#### ***Student Responsibilities:***

- (1) Students are expected to respect the authority of all school personnel. This shall include obedience to all school expectations and policies which have been established to promote a safe and orderly learning environment.
- (2) Students are expected to show respect and consideration for the rights of others and shall not hinder any other student from pursuing an education.
- (3) Students are expected to respect property and equipment of the school and of fellow students.
- (4) Students shall express opinions and ideas in a respectful manner.
- (5) Students are expected to participate positively in the learning environment.

#### **Water Bottles**

Students are allowed to have water bottles in the school building. Water bottles need to be clear. Only water will be allowed.

#### **Cafeteria Rules**

During breakfast and lunch periods, students are expected to demonstrate good citizenship while using the cafeteria.

- Food brought into the school should remain in lockers until the designated lunchtime. It is highly encouraged to bring lunch with nutritional value.
- Glass bottles are not allowed.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons, or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.

- Trays shall be stacked neatly after placing silverware in its proper container.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Food and beverages are to be consumed in the cafeteria, not carried in the hallways, classrooms, or lockers.
- Students should not play with food or make an unnecessary mess for lunchroom staff.
- Students shall be dismissed from the cafeteria by the lunchroom supervisor.

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

### **School Dress Code and Student Appearance [Chapter 6.20]**

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting (Any holes, tears, and rips above fingertips must have appropriate clothing underneath for coverage.), showing skin and/or undergarments may not be worn at school.
- Tops should not expose midriff and the straps must be at least 1 1/2 inches in width.
- Pajama pants are not permitted with the exception of special dress-up days.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- Winter coats and long, bulky coats and blankets need to stay in lockers. Students may bring sweaters or light jackets to wear in the building.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- Clothing with hoods are allowed to be worn at school; however, the hoods must be down and not on the student's head unless the student is outside.



### **School Lockers (Grades 7 and 8)**

The school takes no responsibility for property taken from lockers. There is no need for students to open other students' lockers. Violations will be dealt with at the discretion of the administration. For your protection, the school requires that all lockers will be shut and locked. School lockers will have a locker combination.

### **Student Behavior [Chapter 6.30]**

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

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

the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

1. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials.  
Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence,

intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

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

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

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

### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.

11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

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

### **Corporal Punishment**

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

### **Weapons Prohibition**

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

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

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

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

### **Gang & Gang Activity Prohibited**

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

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

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

### **Extreme Disciplinary Action**

*Extreme Disciplinary Action:*

- (1) The building Principal shall have the authority to request the presence of parents or guardians at the building in order to solve disciplinary problems.
- (2) Upon recommendation by the building Principal, the Superintendent may request the presence of the student and his/her parents or guardians at regular or special meeting of the Board of Education.
- (3) The decision, relative to action taken when parents and students appear before the Board, will be made at the same Board meeting. Action should establish whether the student is expelled, placed on probation, has his/her privileges rescinded, or is fully reinstated.
- (4) The Superintendent or building Principal may suspend a pupil for a length of time not to exceed 10 days.

### **Suspension/Expulsion in Elementary Schools**

If a student is having behavior problems in the elementary school, every attempt will be made to help the student to correct his/her difficulties before he/she is suspended or expelled. The following procedure will be used for these students:

- (1) The teacher will give guidance and counseling to the student.
- (2) The teacher, Principal, and student will have a conference to discuss his/her difficulties.

- (3) The parent and teacher will have a conference about the student's behavior. (This meeting may also include the student.)
- (4) The parent, teacher, and Principal will have a conference to decide the course of action. (This meeting may also include the student.)
- (5) If the behavior does not improve, a suspension program will be started which may eventually be terminated by expulsion from school.
- (6) A teacher may remove a student from class when the seriousness of the offense, the persistence of the misbehavior, or the disruptive conduct, in the opinion of the teacher, disrupts the educational process of the other students in the classroom or when the student has been disrespectful and defiant to the teacher. This would constitute removal from the class for not more than one consecutive day.
- (7) Out-of-school suspensions or expulsions will require the submission of a student statement outlining why the behavior was inappropriate, what steps the student will take to avoid such a situation in the future, as well as a plan to get adult assistance when needed. A parent meeting may be requested by administration prior to the student returning to school.

### **Exclusion Policy**

It is the policy of the Board of Education to maintain in the schools an environment conducive to learning and conducive to the educational process. A student's conduct is largely a personal matter that should be maintained with limits of acceptability. However, school administrators and teachers have an important responsibility when a student's conduct intrudes upon and endangers the rights of other students to learn. Therefore, whenever it is in the best interest of the student, the school or other students to exclude a student from the educational program or related services, the following procedures shall be followed.

#### *Definitions:*

1. "Exclusion" means any denial of educational services, program, or transportation, as the case may be, to which a student may otherwise be entitled.
2. "Suspension" means an exclusion from school and school related activities for a period not to exceed ten (10) school days. Suspension is imposed by the building principal or superintendent.
3. "Expulsion" means an exclusion from school and school related activities for any length of time (up to 2 years) exceeding ten (10) days imposed only by the Board of Education.
4. "Bus Suspension" means an exclusion from riding a school bus for any length of time not exceeding ten (10) days imposed by the building principal or superintendent.
5. "Bus Expulsion" means an exclusion from riding a school bus for any length of time exceeding ten (10) days imposed only by the Board of Education.
6. "In-house Suspension" means an exclusion from the routine school day, except the student shall remain in school in a restricted or isolated area selected by the principal or his/her designee. No academic credit shall be lost solely by the imposition of an In-house Suspension.
7. "Gross Disobedience" or "Misconduct" specifically include, but are not limited to:
  - a. The willful refusal to obey the policies, rules and regulations of the Board of Education.

- b. The willful refusal to obey all reasonable written or oral instructions of a member of the administration.
- c. The willful refusal to obey all reasonable written or oral instructions of any member of the teaching staff, designated non-certificated supervisory personnel, or a bus driver.
- d. Conduct, which is or may be physically injurious to persons or property.
- e. Truancy – subject to Section 25-12 of the Illinois School Code.
- f. Repeated minor incidents of misbehavior, which other disciplinary measures have failed to deter.
- g. Behavior, with violated or attempts to violate a Board of Education policy, rule or regulation.
- h. Possession, use, delivery, sale or transmittal of any substance containing cannabis, or any substance containing any controlled substance, illicit drugs, including any of the foregoing materials which are represented by the student, or the student believes to be any of those substance, regardless of their true nature, or the appearance of the substance.
- i. Being under the influence of or purporting to be under the influence of any of the substances listed in paragraph i. above, other than those prescribed by a licensed practitioner for medicinal purposes.
- j. Excessive unexcused absences.
- k. Behavior, which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certificated staff or school bus driver
- l. Use or possession of tobacco products.
- m. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes without limitation the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

### **Level I Disciplinary Violations/Interventions**

Level I disciplinary behaviors are those which are considered the responsibility of the classroom teacher, support staff, and parents/guardians. Faculty and staff are encouraged to create a school-home communication plan for each student to ensure clear and timely communication with parents and guardians prior to a persistent pattern of misbehavior developing. Working in collaboration with parents/guardians is recommended to offer students needed support. Prior to moving Level I behavior to Level II, the faculty or staff member will need to communicate with administration the persistent level I behaviors and outline prior appropriate interventions implemented.

***Level I disciplinary behaviors include, but are not limited to, the following:***

- Homework/Refusal to Bring Materials to Class
- Failure to Follow Dress Code
- Dishonesty
- Disobedience
- Cheating
- Distracting Others
- Pushing and Shoving
- Throwing objects
- Loitering



- Disrespect
- Littering
- Talking excessively/loud
- Derogatory remarks

***Level I interventions include, but are not limited to, the following:***

- Parent Contact
- Classroom Behavior Management Plan
- Classroom Meeting
- Time out Within Classroom
- Student Phones Parent/Guardian
- Conference with Parent/Guardian
- Incentives and Positive Reinforcement
- Teacher Scheduled Detention
- Verbal correction/warning
- Planned ignoring
- Nonverbal cues
- School/community service
- Loss of privileges
- Restitution
- Verbal de-escalation

**Level II Disciplinary Violations/Interventions**

All Level II violations will require a parent/guardian contact. Any violation resulting in an out-of-school suspension will require a parent conference prior to the student returning to school. Severe or persistent misbehaviors may result in the administration exceeding the range of consequences outlined in this Student Code of Conduct. Potential consequences include parent/guardian contact, parent/guardian conference, alternative learning opportunity (school service, consultation with specialist, topic research and report), detention, Saturday School, in-school suspension, out-of-school suspension (1-10 days), alternative in education placement.

(\* Acts which may be considered illegal and violate federal, state, or local law shall be reported to law enforcement officials)

***Level II disciplinary behaviors include, but are not limited to the following:***

- Altering/Damaging School Records
- Tantrum
- Bullying/Harassment\*
- Damage to Property/Vandalism\*
- Discriminatory Conduct
- Distribution/Possession, Exhibition of Offensive Material
- Excessive Displays of Affection
- Gambling

- Gang Related Behavior
- Horseplay/Scuffling
- Leaving School Grounds Without Permission
- Misuse of Computers/Electronic Devices
- Out-of-control behavior/temper
- Persistent/severe Level I behaviors
- Possession of harmful objects\*
- Refusal to serve detention
- Possession of incendiary objects\*
- Sexual conduct/inappropriate touching\*
- Theft
- Threats/intimidation
- Trespassing
- Verbal abuse/profanity

***Level II Interventions include, but are not limited to the following:***

- Parent Contact
- Before/After School Detention (30–60 Minutes)
- Saturday Detention
- Parent/Guardian Conference
- Referral to Social Worker
- In-School Suspension
- Out-of-School Suspension (1-10 Days)
- Parent Consultation with Social worker
- Restitution
- Confiscation
- Law Enforcement report
- Restriction of privileges
- Referral to school board for expulsion
- Written notification to parents/guardians

**Level III Disciplinary Violations/Interventions**

Level III violations will require a parent/guardian contact. Any violation resulting in an out-of-school suspension will require a parent conference prior to the student returning to school. Severe or persistent misbehaviors may result in the administration exceeding the range of consequences outlined in this Student Code of Conduct. Potential consequences include parent/guardian contact, parent/guardian conference, alternative learning opportunity (school service, consultation with specialist, topic research and report), detention, Saturday School, in-school suspension, out-of-school suspension (1-10 days), alternative in education placement.

(\* Acts which may be considered illegal and violate federal, state, or local law shall be reported to law enforcement officials)

(\*\* In order to restore order, staff may choose to intervene in physical confrontations between students. Should a staff member choose to intervene in such a manner, the following procedures will be followed:  
 (1) Provide students with a verbal directive to cease and desist. (2) Should student comply with the

request, the student will be immediately separated and building administration will be contacted. (3) If a student refuses to stop fighting and as a result comes into physical contact with a staff member, the principal shall recommend to the Board of Education the student be reassigned to AIE or expelled. If there are mitigating circumstances, the principal will provide the Superintendent with a written explanation as to why the principal is not recommending reassignment to AIE or expulsion.)

(\*\*\* In accordance with federal law and the Illinois School Code #105 ILCS 5/10-22.6 (D), students who bring a gun to school shall be expelled for a period of not less than on (1) year, except if modified by the Superintendent. The Superintendent's decision may be modified by the Board of Education on a case-by-case basis [105 ILCS 5/10-22.6 (d)].)

***Level III behaviors include, but are not limited to the following:***

- Alarms (False)/Bomb Threats
- Misuse of Electronics (Criminal)
- Acts that Disrupt or Interfere with Staff or School/District-Authorized Personnel
- Persistent/Severe Level II Behaviors
- Dangerous Object (non-Firearm)
- Arson/Attempted Arson\*
- Possession, Use of, Reasonable Suspicion of Being Under the Influence of Alcohol/Drugs/Tobacco
- Physical Confrontation with Students
- Physical Confrontation with Staff or School/District- Authorized Personnel
- Sexual Harassment
- Threats to/Intimidation of Staff or School/District-Authorized Personnel
- Distribution or Sale of Alcohol/Drugs/Tobacco or Look-Alike Alcohol/Drugs/Tobacco
- Weapon-Related Activities including, but not limited to: Extortion/Shakedown/Strong-Arm to Guns, Explosives, non-Gun or non-Explosives-Possession/Display/Intent to Use

***Level III interventions include, but are not limited to the following:***

- Parent Conference
- Saturday School
- 1 Day Out-of-School Suspension
- 3 Day Out-of-School Suspension
- 5 Day Out-of-School Suspension
- 10 Day Out-of-School Suspension
- 1 Year Expulsion
- Recommendation for change of placement
- Referral to mental health/social worker

**School Detention**

***Before and After School Detentions***

Students may be detained after school as a disciplinary measure. It is the teacher's responsibility to give the student and the parent advance notice of the detention. The length of time for a detention can range from 30 minutes to up to 60 minutes and will be communicated in advance to the parent/guardian. The

parent/guardian is responsible for transportation. After school detentions will be held on the following days and times:

- Before School: 7:00 a.m. – 8:00 a.m. (teacher assigned and supervised)
- After School: 3:00 p.m. – 4:00 p.m. (teacher assigned and supervised)
- Office assigned detentions will be arranged by an administrator and will be from 2:45 p.m.-3:30 p.m.

The Building Principal may lengthen a detention depending on the severity of the offense. Failure to serve a teacher assigned detention will result in an office assigned detention. Failure to serve an office assigned detention will result in the student serving a Saturday School. Failure to serve a Saturday school will result in the student serving one day of in-school suspension.

### ***Saturday Schools***

Saturday School will be offered as a disciplinary consequence as assigned by administration from 9am-12pm. Failure to serve a Saturday school will result in the student serving one day of in-school suspension.

### **Prevention of and Response to Bullying, Intimidation, and Harassment [Chapter 6.40]**

Bullying, fighting, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

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

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

***Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment.<sup>2</sup>***

#### **Sexual Harassment Prohibited [Chapter 6.45]**

Sexual harassment of students is prohibited. A person 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 a 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.

#### **Teen Dating Violence Prohibited [Chapter 6.45]**

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

#### **Access to Student Social Networking Passwords & Websites [Chapter 6.70]**

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

#### **Student Use of Electronic Devices [Chapter 6.80]**

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

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off<sup>2</sup> and in a school approved secured location as directed by building administration unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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

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

Students in violation of this procedure are subject to the following consequences:<sup>4</sup>

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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.

#### **Field Trips [Chapter 6.60]**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with the authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

#### **Attendance at School-Sponsored Dances [Chapter 9.20]**

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances unless the principal or designee approves a student's guest in advance of the event. A guest must be "age-appropriate."

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

- Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.
- All students are required to stay in the building. If a student walks out of the building, he/she will not be permitted to reenter. Parents/guardians will be contacted.
- Students leaving a dance before the ending time of the dance must be signed out by the student's parent/guardian.
- Students must be picked up at the designated ending time of the dance. The school will not be responsible after that time.

## **CHAPTER 7 – INTERNET, TECHNOLOGY, AND PUBLICATIONS**

### **Chromebook Student User Guidelines**

Oakwood Grade School students and parents/guardians will receive the Oakwood Grade School Chromebook Student User Guidelines in addition to the student handbook. The guidelines provide information on student responsibilities and appropriate use. A signed guideline by the student and parent is required before the student can use a school Chromebook or Ipad.

### **Internet Acceptable Use**

#### **Acceptable Use of Electronic Networks and Technology Resources for Students(Board Policy 6:235)**

##### **Section 1. Purpose of Technology Use**

Oakwood Community Unit School District 76 provides technology resources to its students solely for educational purposes. Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal of providing these resources is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

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##### **Section 2. The Opportunities and Risks of Technology Use**

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, the District cannot completely predict or control what users may or may not locate. The Board of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the District.

In accordance with the Children’s Internet Protection Act, the District installs and operates filtering software to limit users’ Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical, or other, difficulties;
- The accuracy or suitability of any information that is retrieved through technology;
- Breaches of confidentiality;
- Defamatory material; or
- The consequences that may come from failure to follow policy and procedures governing the use of technology.



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### Section 3. Privileges and Responsibilities

The District's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through the District reflect on the District; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using the District's computers and networks.

Student users of technology shall

- Use or access District technology only for educational purposes
- Comply with copyright laws and software licensing agreements
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others.
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology.

Students may not use District technology including property issued under the 1:1 program for improper uses. These uses include, but are not limited to:

- Any and all illegal purposes;
- Any and all obscene or pornographic purposes, including, but not limited to, retrieving or viewing sexually explicit material;
- Any and all discriminatory purposes, including harassment and bullying of individuals based on race, gender, religion, sexual orientation, or disability, among others;
- Any and all purposes that would violate state, federal or international law, including
  - The Illinois School Student Records Act, which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores;
  - Copyright laws;
  - Cyberbullying laws; and
  - Sexting laws.
- Any use of profanity, obscenity, or language that is offensive or threatening;
- Reposting or forwarding personal communications without the author's prior consent;
- Reposting or forwarding junk mail, chain letters, or inappropriate or offensive jokes;
- Destruction, alteration, disfigurement, or unauthorized access of hardware, software, or firmware;
- Obtaining financial gain or Transacting any business or commercial activities;
- Plagiarizing (claiming another person's writings as your own);
- Political advocacy;
- Disrupting the use of others to any process, program, or tool, including downloading or otherwise spreading computer viruses;

- Engaging in the hacking of any kind, including, but not limited to, the illegal or unauthorized access;
- Allowing others to use Property issued under the program without authorization, including students whose access privileges have been suspended or revoked;
- Soliciting or distributing information with the intent to incite violence, cause personal harm, damage a person's character, or harass another individual.
- Any and all other purposes that would violate the Student Code of Conduct.

**Internet Safety:**

Students must take steps to ensure their safety on the internet, including, but not limited to, the following rules:

- Students should never give out identifying information such as a home address, school name, or telephone number to others on the Internet or by email, including in a public message such as a chat room or newsgroups. If a person asks for such personal information, students must have the approval of their parent or guardian before providing the information.
- Students should not post photographs of themselves in newsgroups or on websites that are available to the public.
- Students should not arrange a face-to-face meeting with someone they “meet” on the Internet or by email without parental/guardian permission. If a meeting is arranged, the meeting must be in a public place and the student's parent/guardian must attend.
- Student Users should not respond to messages that are suggestive, obscene, belligerent, threatening or make a student user feel uncomfortable. If a student receives such a message, he or she should provide a copy of the message to his or her parent or guardian immediately. If the message requires school action (e.g., bullying) the student's parent should provide a copy to the OHS principal.

The District recommends that parents/guardians read and follow the U.S Department of Justice Guidelines for Parents/Guardians on Internet Safety located at:

<https://www.justice.gov/criminal-ceos/children-internet-safety>

**Section 4. Disciplinary Actions**

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

**Section 5. No Expectation of Privacy**

The District's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on District servers will be private. The District reserves the right to log technology use, monitor file server space utilization by users, and examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District.

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

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

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

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

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

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

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

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

**Copyright Web Publishing Rules** - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

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

4. The use of the School District's email system constitutes consent to these regulations.

### **Use of Email**

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

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

### **Guidelines for Student Distribution of Non-School Publications**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. The distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute materials are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on copyright;
  - c. Is socially inappropriate or inappropriate due to the student's maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
  - d. Is reasonably viewed as promoting illegal drug use; or
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

The definition of “publication” includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium, or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

### **Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act [Chapter 7.40]**

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

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

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password and student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work

- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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

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

**Guidelines for Student Distribution of Non-School Sponsored Publications [Chapter 7.20] A**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  1. Will cause a material and 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, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
  3. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
  4. Is reasonably viewed as promoting illegal drug use;
  5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students;<sup>1</sup> or
  6. Incites students to violate any Board policy.

7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

## **CHAPTER 8: SEARCH AND SEIZURE**

### **Search and Seizure [Chapter 8.10]**

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

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

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

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

#### **Students Searches**

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

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

#### **Seizure of Property**

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

#### **Questioning of Students Suspected of Committing Criminal Activity**

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



(including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## CHAPTER 9: EXTRACURRICULAR AND ATHLETIC ACTIVITIES

### Requirements for Participation in Athletic Activities [Chapter 9.10]

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

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association "Pre-Participation Physical Examination Form."<sup>1</sup>
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. Signed documentation agreeing to comply with the School District's policies and procedures on student-athlete concussions and head injuries.
5. Activity fee payment is required before participation in sport/activity.

### Illinois Elementary School Association

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

### Academic Eligibility

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

In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must satisfy the Illinois Elementary School Association's scholastic standing requirements (of passing all classes.)

Any student-participant failing to meet these academic criteria shall be suspended from the activity until the specified academic criteria are met. Coaches may have additional rules that limit the number of times a student-athlete can be ineligible before they are removed from the team. Students that are ineligible will be allowed to attend practices and home games. Ineligible students are not allowed to travel and/or to attend away games.

Grades will be accumulated from week to week, starting at the beginning of each quarter. **Eligibility is checked every Friday at 8:30 am, or the last day of the academic week.**

### Extracurricular Travel

All students must travel to extracurricular and athletic activities and return home from such activities with their team by use of school-approved transportation unless the coach allows parents to transport their child home.

- Only family members will be allowed to transport students.
- Students must be signed out at each event.
- If a student is riding home with a parent/guardian of another student, a note with parent's signature must be provided to the office during the school day at least on the day of the extra-curricular activity.
- If this process is violated, students will be required to ride the bus home for the remainder of the season.

An alternate stop will be provided at the district office as appropriate.

- Guardians must be present at the district office when the bus arrives.
- If the guardian is not present, the bus will continue to the grade school with the student.

All expectations will be communicated to the parents prior to the start of the season. These expectations will be approved by the Athletic Director.

### **Absence from School on Day of Extracurricular or Athletic Activity**

A student must be in attendance a minimum of four hours on the day of any extracurricular or athletic activity in order to participate or attend that activity unless approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor, or coach for 1) a pre-arranged medical absence; 2) a death in the student's family, or 3) a religious ceremony or event.

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

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

### **Code of Conduct**

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

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

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

### **The student shall not:**

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

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

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

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

### **Due Process Procedures**

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

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members, if needed, may interview material witnesses or others with evidence concerning the case.
6. If the Administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

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

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

Sanctions for alcohol and other drug violations, and felonies, or crimes against the school, will be based on the following:

**First violation:** A suspension for the remainder of the season until the beginning of that season the following year. This penalty may be reduced if the student is enrolled in a drug or alcohol counseling program.

**Second violation:** A permanent suspension from extra-curricular activities.

Sanctions for nicotine will be based on the following:

**First violation:** A suspension for the remainder of the season.

**Second violation:** A suspension for the remainder of the season until the beginning of the season in the following year.

**Third violation:** A permanent suspension from extra-curricular activities.

The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the superintendent or superintendent's designee. All students remain subject to the School District's student discipline policy and the school's student/parent handbook.

### **Participation is a Privilege, Not a Right**

Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

### **Spectator Conducts (Games, Meetings, Events, Etc.)**

Any person may attend school-sponsored or related activities, functions, meetings, extra-curricular activities, and athletic events held upon grounds of Oakwood CUSD #76 schools to which the public is invited or by operation of law are entitled to attend.

Any student of Oakwood CUSD #76 may attend school-sponsored or related activities, functions and meetings, extra-curricular activities, and athletic events held upon grounds or sponsored by Oakwood CUSD #76 schools that the student is otherwise entitled or permitted to attend.

No person shall do any of the following acts while in attendance at school-sponsored or related activities, functions and meetings, extra-curricular activities, and athletic events held upon the grounds of or sponsored by Oakwood CUSD #76.

1. Do any act that is insulting or provoking in nature against any officials, employees, or agents of the district.
2. Do any act, which causes personal injury or which is intended to cause personal injury or which the person knows or should know creates a substantial risk of injury to any person.
3. Do any act which causes damage to property or which is intended to cause damage to property or which the person knows or should know creates a substantial risk of damage to property of any person.
4. Do any act that is intended to disrupt the performance or continuance of any school-sponsored or related activities, functions and meetings, extra-curricular activities, and athletic events.
5. Do any act that is intended to impede or disrupt the proper observance of or participation in any school-sponsored or related activities, functions and meetings, extra-curricular activities, and athletic events.
6. Enter upon or remain in any area not reserved for spectators or persons otherwise in attendance at school-sponsored or related activities, functions and meetings, extra-curricular activities, and athletic events, or enter or remain in any area which serves as proper ingress or egress to any school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events.

### **Multisport Participation**

Coaches will determine which sports (if any) may be combined during a season. This opportunity will be available to all students interested in predetermined sports. Student-athletes and parents/guardians may complete a primary sport designation form.

### **Student-Athlete Concussions and Head Injuries [Chapter 9.30]**

Student-athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois High School Association<sup>1</sup> before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

## **CHAPTER 10: SPECIAL EDUCATION**

### **Education of Children with Disabilities [Chapter 10.10]**

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

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

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact: Nicole Lapenas or Lisa Acton (217) 354-4221.

### **Discipline of Students with Disabilities [Chapter 10.20]**

#### **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.

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

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

the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

#### **Exception from PE Requirement [Chapter 10.30]**

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

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

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

#### **Access to Classroom for Special Education Observation or Evaluation [Chapter 10.50]**

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

For further information, please contact the school principal.

#### **Related Service Logs [Chapter 10.60]**

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

## **CHAPTER 11 – STUDENT RECORDS AND PRIVACY**

### **Student Privacy Protections [Chapter 11.10]**

#### **Surveys**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

#### **Surveys by Third Parties**

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

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

#### **Surveys Requesting Personal Information**

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

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

#### **Instructional Material**



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

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

### **Prohibition on Selling or Marketing Students' Personal Information**

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

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian 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.

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

### **Student Records [Chapter 11.20]**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created

in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. The right to inspect and copy the student’s education records within 10 business days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. The right to have one or more scores received on college entrance examinations included on the student’s academic transcript.<sup>1</sup> Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student’s academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. The right to request the amendment of the student’s education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or

medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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.

5. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to:
  - o Name
  - o AddressGrade level
  - o Birth date and place

- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
7. *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.*
  8. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>2</sup> Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
  9. 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.
  10. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: U.S. Department of Education Student Privacy Policy Office 400 Maryland Avenue, SW Washington DC 20202-8520

### **Student Biometric Information [Chapter 11.30]**

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

## **CHAPTER 12: PARENTAL RIGHT NOTIFICATIONS**

### **Teacher Qualifications [Chapter 12.10]**

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

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

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

### **Standardized Testing [Chapter 12.20]**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:<sup>1</sup>

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

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

### **Homeless Child's Right to Education [Chapter 12.30]**

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

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

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

If you are needing assistance and support for homeless living situations, please contact: Lisa Acton, District Homeless Liaison (217) 354-4221

### **Family Life & Sex Education Classes [Chapter 12.40]**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

### **English Learners [Chapter 12.60]**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

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

For questions related to this program or to express input in the school's English Learners program, contact the superintendent.

### **School Visitation Rights [Chapter 12.70]**

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

### **Pesticide Application Notice [Chapter 12.80]**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds.

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

### **Mandated Reporter [Chapter 12.90]**

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

### **Unsafe School Choice Option [Chapter 12.100]**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

### **Student Privacy [Chapter 12.105]**

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

### **Sex Offender Notification Law [Chapter 12.110]**

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

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

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

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

A violation of this law is a Class 4 felony.

### **Sex Offender and Violent Offender Community Notification Laws [Chapter 12.120]**

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

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>  
Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY>  
Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

## **Parent Notices Required by the Every Student Succeeds Act [Chapter 12.130]**

### **I. Teacher Qualifications**

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

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

### **II. Testing Transparency**

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20

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

### **III. Annual Report Card**

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

### **IV. Parent & Family Engagement Compact<sup>4</sup>**

### **V. Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100.<sup>5</sup>

### **VI. Student Privacy**

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.<sup>6</sup>



## VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60.<sup>7</sup>

## VIII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure 12:30.<sup>8</sup>

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