

Rondout School District 72

**HANDBOOK FOR
STUDENTS AND PARENTS
2020-2021**



SD72

RONDOUT SCHOOL

Rondout Elementary School
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www.rondout.org

COMMITMENT TO EXCELLENCE RONDOUT SCHOOL DISTRICT #72

RESPECT, RESPONSIBILITY, HONESTY AND KINDNESS

PARENTS/GUARDIANS

- Keep the lines of communication open, honest, meaningful, timely and ongoing
- Contact the teacher(s) first when questions or concerns arise.
- Support your child's learning by: helping your child have regular attendance and arrive on time.
- Ensure your child arrives ready to learn with completed homework, supplies and materials.
- Stay informed using available channels of communication.
- Be respectful of school policies and procedures.
- Promote your child's acceptance of rules and respect for authority and the property, space and feelings of others.
- Promote honesty in your child.
- Contribute to a safe and productive learning environment that promotes every child's right to learn.
- Follow the Rondout Way...
- Respect, Responsibility, Honesty and Kindness Throughout Our Day.

STUDENTS

- Be responsible for your own learning by coming to school ready to learn with completed homework, supplies and materials.
- Be responsible for getting materials to and from school.
- Be respectful of school rules and expectations.
- Accept rules and respect authority.
- Respect others' property, space and feelings.
- Promote honesty in yourself and others.
- If a problem or question arises discuss it with a trusted adult.
- Treat others as you wish to be treated.
- Follow the Rondout Way...
- Respect, Responsibility, Honesty and Kindness Throughout Our Day.

FACULTY/STAFF

- Contribute to a safe and productive learning environment that promotes every child's right to learn.
- Keep the lines of communication open, honest, meaningful, timely and ongoing.
- Provide up to date and regular communication.
- Support student learning by providing meaningful and appropriate instruction daily.
- Be respectful of school policies and procedures.
- Accept rules and respect authority.
- Respect others' property, space and feelings.
- Promote honesty in yourself and others.
- Follow the Rondout Way...
- Respect, Responsibility, Honesty and Kindness Throughout Our Day.

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This handbook may be amended during the school year without further notice. A complete set of all Board policies are available to view at the District office.

OUR MISSION

Rondout School strives to provide each child with an optimal educational experience. With a focus on the whole child, academic skills, life skills and the arts each play a critical role in the educational process. The four cornerstones, Respect, Responsibility, Honesty and Kindness guide our daily interactions and support our shared Commitment to Excellence.

Rondout School District 72 Board of Education Mission and Vision

Mission

We are an independent public school district providing a well-rounded education to prepare students to be responsible, productive citizens.

Vision

To be an innovative leader in education by empowering students to reach their maximum potential, embrace change, value differences and collaborate with others in a changing world.

We believe...

- ☞ in the Rondout Way: respect, responsibility, honesty and kindness throughout our day.
- ☞ the school is an integral part of the community and it's our obligation to use our resources to best serve the community.
- ☞ early education is the foundation for lifelong learning as students prepare for high school and beyond.
- ☞ education should focus on the whole child including academics, life skills, and the arts.
- ☞ education should be engaging and fuel a passion for learning.
- ☞ education is most successful as an equal partnership between students, faculty and parents where all share accountability.
- ☞ students should develop the skills to learn, think, evaluate and problem solve.
- ☞ in preparing our students to be participants of a global society who embrace change, value differences, and collaborate with others.
- ☞ in individualized learning where all students can reach their full potential.
- ☞ in leveraging innovation for continuous growth and the pursuit of excellence in all our endeavors.
- ☞ the school, staff, facilities, resources, programs, students, parents, and community are all part of the educational eco-system and must be thought of, planned, managed, and measured holistically.

This handbook is designed to provide both students and their parents with a guide to the behavioral expectations and procedural guidelines for Rondout School.

COVID-19 PROTOCOLS

INTRODUCTION

As we begin the 2020-2021 school year, the coronavirus pandemic has required changes to the operation of the school. The District has adopted Rondout Reopening Plan to address health and safety concerns while maintaining our focus on student learning. Considerations most relevant to students and families are outlined below. Additional details can be found in The Rondout SD72 Return to School Plan 2020-2021, available at www.rondoutsd72.org. This school year will be different and include new challenges, but together our school community will adapt and thrive.

Please be aware that the recommendations and requirements of the State and local health departments, as well as the State Board of Education, may evolve as we learn more about the spread of the coronavirus and as the rate of infection slows or accelerates. The District's protocols may also change in response to these developments. We will share updates and changes with families via our website, emails, and newsletter notifications. Please be on the look-out for new information.

SOCIAL DISTANCING

is six (6) feet of space between each individual in the school. Classrooms and other common spaces will be arranged to accommodate social distancing throughout the school building. Student seating will be arranged so that students face in the same direction. Additional areas of the building will be used to increase the space available for instruction. Floor markings will be utilized to maintain appropriate distance when students line up and travel through the halls.

Locker rooms will not be available for student use during the 2020-2021 school year. In locker rooms and rest rooms, stalls, lockers, and other private spaces will be marked to maintain distance between individuals. In addition, capacity and access may be limited in order to maintain social distance.

Students will eat lunch in the Multi-Purpose Room, outside, or other space to accommodate distancing. Students will be spread out and expected to maintain social distance while eating. Students who do not observe social distancing protocols will be redirected by a staff member. Students who do not comply with this redirection will be escorted to a separate area, where they will be supervised but away from other students for the duration of the lunch period.

Students will have outdoor recess, weather permitting. When 6 feet of distance can

be maintained outdoors, students will be permitted to remove their face coverings. Outdoor recess groupings will be structured to align with the Illinois Department of Health guidance limiting outdoor groups to 50. Indoor recess, when required, will be held in spaces where social distancing can be maintained.

Physical education lessons and activities will be structured to facilitate social distancing. Contact sports and other activities that require students to be in proximity to one another will not be included in the physical education program. Floor markings will be utilized to help structure activities and class sizes will be monitored to provide adequate space for students to participate.

FACE COVERINGS

To prevent the spread of COVID-19, face coverings will be required for all District staff members, students, and visitors who are present in the school district building. Face coverings will also be required on school grounds in circumstances where social distancing (six feet of distance between individuals) cannot be maintained. Face coverings are masks or other cloth face coverings which cover an individual's nose and mouth. They should be fitted to the face and tightly woven, but permit breathing without restriction. Face shields may not be used in place of face coverings.

All students will be provided with a cloth face covering for use during school hours. Students must wear the District-provided face covering, or, if preferred, a face covering of their choice that adheres to the guidance published by the Illinois Department of Public Health (IDPH), available at <https://www.dph.illinois.gov/covid19/community-guidance/mask-use>.

Face coverings must be worn by students at all times in school buildings, on school busses, on school grounds when social distancing cannot be maintained, and at all school activities.

Students may remove face coverings to eat lunch. The District will provide designated indoor space, marked for social distancing and/or otherwise fitted with shields or other materials, for student use during lunch periods. The District will also provide designated outdoor space which allows for social distancing, to permit recess and other break periods for students where face coverings are not required. All lunch/recess/break periods will be supervised by District staff.

Students who are not wearing a face covering upon entry to school or a school bus or vehicle, or at any other school event where face coverings are required will be provided a disposable or clean cloth face covering for immediate use. Students who have not been provided an accommodation to the face covering requirement and who

refuse to wear a face covering in the school building, on the school bus or other school activity where face coverings are required may be subject to discipline, including being sent home and excluded from instruction, transportation, and other school activities.

Students who cannot safely wear or independently remove a face covering due to their age, disability, or medical condition may be exempt from the District's requirements to wear face coverings or may be entitled to accommodations to the requirement.

Parents/guardians of students who have a medical condition or other disability which may prevent the safe wearing of face coverings and who are currently receiving accommodations under Section 504 of the Rehabilitation Act of 1973 or services under the Individuals with Disabilities Education Act (IDEA) should confer with [their student's case manager/administrator/special education director]. Parents/guardians will be required to complete the District's "Face Covering Accommodation Form" which must be verified by the student's physician. Upon review of the completed and verified form, the District will schedule a meeting with parents/guardians and the student's Section 504/IEP team to review the form and consider accommodations for the student.

The District may verify all information provided by the student's parent/guardian and/or the student's physician through an independent review by a licensed medical provider of the District's choice.

Parents/guardians of students who are not currently served under Section 504 or IDEA who believe their student requires reasonable accommodation to the District's face covering requirement must complete the District's "Face Covering Accommodation Form" which must be verified by the Student's physician. The completed form should be provided to the Superintendent, who will contact parents to set a meeting to consider the accommodation request. The District may verify all information provided by the student's parent/guardian and/or the student's physician through an independent review by a licensed medical provider of the District's choice.

Visitors to school are limited to prevent the spread of the COVID-19 virus. Visitors who are permitted must adhere to the face covering requirements.

HAND WASHING AND CLEANING

Students will be prompted to wash hands frequently, including upon arrival to and departure from school; after blowing one's nose, coughing, or sneezing; following restroom use; before and after eating; and upon return from the playground/ physical

education. Students will be taught to wash their hands thoroughly using soap and warm water. Hand sanitizer will also be available for use.

Students may not drink directly from water fountains. Instead, students are permitted to carry transparent disposable water bottles throughout the school day. Bottles of water will also be available in classrooms should students need to replenish their personal supply.

Additional cleaning will be conducted throughout the school, especially of highly touched surfaces (door handles, desktops/ tabletops, light switches, pencil sharpeners, computer keyboards, hands-on learning items, cubbies/coat and backpack areas, and sinks and faucets). For additional details on the new cleaning protocols, contact Dr. Wojcik. To the extent possible, supplies and materials will be assigned to individual students rather than shared.

HEALTH SCREENING

Prior to bringing or sending a child to school each day, the parent/guardian must check the student's temperature and determine if the student is exhibiting any symptoms associated with COVID-19, including fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea.

Upon arrival at the school building, the building's school nurse or other designated staff members shall facilitate the taking of the individual temperature using **a non-contact, infrared thermometer**. To avoid individuals who are symptomatic from entering the building, screening will be conducted at the south and north entryways or in cars prior to parking for drop off. The Superintendent will identify the designated entry location for employees and students and may stagger entry times to avoid people congregating in large numbers and maintain employees' and students' private medical information. Any individual waiting to be screened shall maintain 6 feet of distance from others entering the building.

The screening shall be conducted as follows. The screener will

1. Take the individual's temperature as outlined below.
2. Make a visual inspection of the individual for signs of illness, which could include flushed cheeks, rapid breathing, difficulty breathing, or fatigue.
3. Ask the individual if they have had any symptoms on the screening list in the last 24 hours.
4. Ask if the individual if, in the last 14 days, they have had close contact (within 6 feet for at least 15 minutes) with a person known to be infected with COVID-19.
5. Document the screening results [**electronically or on a paper form**].

In order to maintain the protection of the individuals undergoing and conducting screening, temperature checks will be conducted as follows:

By a screener who will be in PPE, including a face mask, eye protection (goggles or a face shield that fully covers the front and sides of the face), and gloves, using a non-contact, infrared thermometer. The screener shall wash or sanitize hands and then put on the PPE prior to beginning screenings. The screener shall clean the thermometer with an alcohol wipe between uses. If the screener unintentionally touches the individual being screened, the screener will wash their hands and put on clean gloves before screening the next individual.

If an individual's temperature is less than 100.4, they do not exhibit or identify any relevant symptoms, and they have not had close contact with an infected individual, then the individual will be admitted to the school.

If an individual's temperature is 100.4 or higher, they exhibit or identify relevant symptoms, or they have had close contact an infected individual, then

1. if an employee or visitor, they will be sent home and advised to contact their doctor.
2. if a student, they will be sent home with a parent/guardian if present or remain in the quarantine room while the student's parent/guardian is contacted to pick the student up. The parent/guardian will be advised to contact their doctor.

To facilitate this screening, parents/guardians who are present at school for drop off will be asked to remain on school grounds until the student completes the check and is admitted into the building. If the parent/guardian is unable to remain at the school or is not present at the school and the student is exhibiting symptoms, the student shall be placed in the quarantine room until the parent/guardian can pick up the student.

Students on Buses

For students traveling to school on the bus, the temperature check and screening shall be done by a District employee traveling on the bus. The screener will be provided PPE, including a face mask, eye protection (goggles or a face shield that fully covers the front and sides of the face), and gloves. The screener shall wash or sanitize hands and put on the PPE prior to beginning screenings. The screener shall clean the non-contact thermometer with an alcohol wipe between uses. If the screener unintentionally touches the individual being screened, the screener will use hand sanitizer and put on clean gloves before screening the next individual.

The screening shall take place before the student boards the bus. If the student is found to have a temperature or other symptoms, the student will not be allowed to board the bus. Parents/guardians must remain at the bus stop until the student completes the check and is admitted onto the bus.

Visitors

Visitors will be limited. Visitors with essential business in the building will be screened in the same manner as employees. All visitors must contact the building office upon arrival so that a screener can meet the visitor at the entrance and conduct the screening.

Symptom Screening List

Please identify whether you have any of the following symptoms. Please focus on new or unexpected symptoms (e.g. a chronic cough would not be a positive screen).

- Fever or feeling feverish (chills, sweating)
- New cough
- Shortness of breath or difficulty breathing
- Sore throat
- Muscle aches or body aches
- Vomiting or diarrhea
- New loss of taste or smell
- Chills
- Fatigue
- New or unusual headaches
- Congestion or runny nose

ISOLATION AND EXCLUSION

If an individual develops known COVID-19 symptoms (fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea) while at school, they will be separated from the rest of the school population immediately.

The District has installed supervised quarantine space(s) for students and/or staff that experience COVID-19-like symptoms at school, while they await pickup and/or evaluation. The Superintendent of the school will identify, for the staff, the quarantine space(s) in the school building. The school nurse, or administrator or designee in the absence of nursing professionals, will have the discretion to determine who is placed in such quarantine spaces. The school nurse will document any student or staff member placed in the quarantine space.

Students experiencing COVID-19-like symptoms will be isolated in a quarantine space with supervision until a parent or guardian can be contacted to take the student home. Students will not be left alone in these quarantine spaces. The District will not allow use of school buses or public transportation to send a student home when exhibiting COVID-19-like symptoms at school.

The quarantine spaces have been set up to reduce the risk of transmission:

- Quarantine spaces have been designed to allow for 6 feet of social distancing between individuals and to provide restroom access and access to an exterior door, where possible, to avoid the need for a sick individual to move through the building to exit.
- When interacting with individuals in quarantine spaces, school nurses and/or the administrator or designee treating the individual will wear appropriate PPE, including gloves and face coverings. The District will provide this additional PPE to all employees.
- Additionally, treating staff will utilize appropriate hand hygiene and will follow standard precautions for patient care, as outlined by the CDC.

The District will also close off any areas used by the sick individual and will not permit use of those areas until after proper cleaning and disinfection. Windows will be opened, when possible, to increase air circulation in the area. The District will wait at least 24 hours prior to cleaning and disinfecting the area; if waiting 24 hours is not possible, the District will clean and disinfect the area after waiting as long as possible. All areas that were used by the individual who was sick will be cleaned and disinfected. The potentially infected area(s) will only be opened for use once proper cleaning and disinfecting has occurred.

If a student has laboratory-confirmed COVID-19 with symptoms or is suspected of having COVID-19 based on their symptoms, they may return to school when meeting the conditions of the symptom-based strategy or the test-based strategy

- Symptom-based strategy
 - At least 72 hours have passed since resolution of fever without the use of fever-reducing medications; and
 - Improvement in respiratory symptoms; and
 - At least 10 days have passed since symptoms first appeared
- Test-based strategy
 - Resolution of fever without fever-reducing medications; and
 - Improvement in respiratory symptoms; and
 - Negative results of an FDA Emergency Use Authorized COVID-19

molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected at least 24 hours apart.

If a student has laboratory-confirmed COVID-19 without symptoms, they may return to school when meeting the conditions of the time-based strategy or the test-based strategy.

- Time-based strategy
 - At least 10 days have passed since the date of their first positive COVID-19 diagnostic test
- Test-based strategy
 - Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected at least 24 hours apart.

If a student has symptoms of COVID-19 and it is subsequently determined by a medical provider that the student likely does not have a COVID-19 infection, the student can return to school when the following conditions are met:

- No fever for 72 hours without the use of fever reducing medications, and
- Either
 - Negative test for COVID-19 or
 - A note from a medical provider documenting no clinical suspicion of COVID-19 infection.

If a student has close contact (within 6 feet for at least 15 minutes) with a person suspected or diagnosed with COVID-19, they can return to school after 14 days. If symptoms develop, the family is encouraged to consult their doctor. If a student or staff member tests positive for COVID-19 or is suspected of having COVID-19, parents/guardians of students who had close contact (within 6 feet for at least 15 minutes) with the individual will be notified of such contact but the individual will not be identified.

Remote learning opportunities will be provided to any student who is required to remain at home due to a diagnosis of COVID-19, suspected COVID-19, or having exposure to someone with COVID-19 or suspected COVID-19.

PTSA

RONDOUT SCHOOL PARENT, TEACHER, STUDENT ASSOCIATION

The PTSA is a volunteer organization open to all parent(s)/guardian(s), teachers, and students within the Rondout School community. The PTSA works throughout the year to promote positive communication, support a variety of family activities, provide programs that enrich both personal and parenting skills, and raise funds for student/school projects. Annual membership dues entitle each family to a *Rondout School Directory*. General meetings are held from time to time. Parents are notified electronically of meeting dates and times and notices of these meetings are posted on the district website. Everyone is welcome and encouraged to attend. Please feel free to contact any of the PTSA Officers listed on our website with questions, suggestions, and/or an interest in getting involved.

INFORMATION

GENERAL INFORMATION

Daily Schedule

Classes begin at 8:20 a.m. Students in grades K-2 are dismissed at 2:45 p.m. Students in grades 3-8 are dismissed at 3:30 p.m. **Students are not allowed in the building prior to 8:00 a.m. or after dismissal without supervision or prior approval by the office.**

Absence from School

If a child is going to be absent from school, parents/guardians are asked to call the school office -- (847-362- 2021) -- before 9:00 a.m. on the day of the absence to inform the school of the cause of the absence. **If the school does not receive a call from a parent within two hours after the start of school, the school will call the home. If the school is unable to reach the family or account for the child's absence, local law enforcement will be contacted.**

Student Attendance and Truancy

Philosophy

Rondout's educational program is built on the premise that regular attendance is vital to a student's success in school. Regular attendance requires a cooperative effort by the student, parent(s) or guardian(s), and school personnel. Even though written work may be made up, the student who is frequently absent misses class instruction, social interaction, and valuable learning.

Expectations

Rondout expects parents/guardians to make reasonable efforts to ensure the regular attendance of their children and to inform the school of any absences and their causes.

Excessive Absenteeism/Tardiness

Rondout considers absenteeism/tardiness excessive when it significantly interferes with a student's learning as reflected in academic performance or social development. Excessive absenteeism includes excessive tardiness.

Valid Causes of Absenteeism

Rondout considers the following circumstances to be valid causes for a student's absence:

- Illness
- Observance of a religious holiday
- Death in the immediate family
- Family emergency
- Circumstances which cause reasonable concern to the parent/guardian for the safety or mental, emotional or physical health of the student*
- Situations beyond the student's control as determined by the Board of Education
- Situations as approved by school/district administration
- Situations as allowed by State law

*Parents/guardians are encouraged to bring such concerns to the attention of a school administrator so that appropriate steps can be taken to allow the student to safely attend school.

Attendance at School Functions

If a student is absent, he/she will not be permitted, without approval by the administration, to attend any school function during the afternoon or evening of the days of non-attendance. A school function is defined as any school-sponsored activity conducted on or off the school premises.

Medical Documentation

Under certain circumstances, the school may require parents/guardians to present medical documentation of physical or emotional conditions causing a student's absence and/or prior to return to school after a medically related absence.

Homework Requests for Multiple Day Absences

For grades K-5, parents/guardians may call the office on the **second day** of the absence before 10:00 a.m. to request a list of assignments. Assignments for upper school students will be posted for students daily.

Vacations and Homework

- Rondout discourages parents/guardians from taking vacations during periods when school is in session. Such vacations may disrupt the continuity of a student's learning.
- If a parent wishes to take a child on a vacation during the time school is in session, the parent is **required** to complete a vacation request form and submit it to the office at least two weeks prior to the vacation time.
- Work assigned during the student's absence will be collected and provided to students upon their return. Students will have one additional day per vacation day to turn in missed work after they return. Classroom activities (such as labs/lectures) will not be recreated. Students who miss tests will need to arrange a test make-up session based upon the teacher's availability.
- Parents are asked to use this vacation-homework option **no more than once during the school year**. Vacation request forms can be found on the Rondout website at www.rondout.org.

Tardy Procedure

School begins at 8:20 a.m.. Due to adjustments in arrival procedures and entry screenings, students will be marked tardy if they arrive in class after 8:45 a.m. Students must be in class at this time.

Truancy

Rondout defines a "truant" as a student who is subject to compulsory school attendance and who is absent without a valid cause for a school day or portion thereof.

Chronic Truancy

A "chronic truant" is a child who is subject to compulsory school attendance and who is absent without valid cause for 5 percent or more of the previous 180 regular attendance days.

Resources and Supportive Services

The following resources and supportive services are available to students (and their parents/guardians) with attendance problems:

- Conferences with school personnel
- Counseling services of school social worker
- Testing by school psychologists and other special education personnel
- Special education assessment and possible placement
- Referral to community agencies for appropriate services

Referral of Chronic Truants

Rondout will refer chronic truants to the Lake County Regional Office of Education in accordance with current procedures established by the Lake County Truant Officer.

Punitive Action

Rondout will take no punitive action - including out-of-school suspensions, expulsions, or court action - against chronic truants for such truancy unless the applicable resources and supportive services have been provided (or offered) to the student and parent/guardians.

Permission to Leave School

A parent/guardian or properly authorized adult must check in at the entry door near the school office to pick up and sign out the student prior to leaving school. No student may leave the school grounds without the permission of the office.

Emergency School Closing

If inclement weather or other emergency conditions exist, parents/guardians will be notified of the school closing through the district's automated calling system. The school closing will also be broadcast on local radio and television stations. We will attempt to have the information announced by no later than 6:00 a.m. when possible.

On occasion, inclement weather or other emergency conditions make it necessary to close school during the school day in order to safely transport children home. Parents are urged to make arrangements for emergency supervision in case this occurs. When arrangements are made with a neighbor or friend, parents should be sure that the child knows the location of the house, the name of the people, and other necessary information. The automated calling system will also be utilized for these types of early dismissals. The BASE (School Age After School Care) Program will also close if the school closes. In the event parents or their emergency contact cannot be reached, the school will keep the child in school until the regular dismissal time. Parents must then make the necessary arrangements to have their child picked up at school at the regular dismissal time.

Admission of Students

In order to enroll a student, parents/guardians must present proof of residency within the School District. Parents/guardians shall also present the student's birth certificate (or reliable proof of the child's identity) and proof of immunization upon enrollment. A child must be 5 years old on or before September 1 of the current school year to be eligible for Kindergarten. Early enrollment procedures are available on the district website. Students may enroll without having presented permanent or temporary records from the school they previously attended but will need to present written proof that they are in good standing at their former school. Students who are homeless may also enroll despite lacking otherwise required documentation.

Physical Examination and Immunizations

Physical examinations, including proof of immunizations, as prescribed by the Illinois Department of Public Health and the Illinois State Board of Education, shall be required of all students in the public schools: 1) when entering kindergarten or grade 1 as well as grade 6; 2) irrespective of grade, immediately prior to or upon entrance into any public school if that student has not previously been examined in accordance with Section 27-8.1 of the Illinois School Code; or 3) when deemed necessary by school authorities.

Students enrolled in the District must submit documentation of compliance with the physical examination and immunization requirements by October 15 of the current school year. A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with an authorized health care provider. Such a student must submit documentation of compliance with the physical examination and immunization requirements within 30 days of the first day of attendance in the District. Students not complying with immunization/physical requirements in the allotted time period will be excluded from school. The days of non-compliance will be unexcused and subject to disciplinary action for an unexcused absence.

In accordance with rules adopted by the Illinois Department of Public Health (IDPH), a student will be exempted from this policy's requirements regarding immunization for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent.
2. Medical grounds, if a physician provides written verification.

A dental examination, as prescribed by Illinois Department of Public Health, is required before May 15 of the current school year for students in kindergarten, 2nd grade, and 6th grade.

A vision examination, as prescribed by Illinois Department of Public Health, is required prior to October 15 of the current school year for students in kindergarten and for all students entering an Illinois school for the first time.

A student may be exempt from the dental or vision examination requirements if the student's parents/guardians show an undue burden or lack of access to a dentist or qualified physician/optometrist.

Exempting a student from the physical examination does not exempt him/her from participating in the physical education program.

Homeless students will be admitted even if the students or their parent/guardian are unable to produce health and immunization records normally required for enrollment.

Parents/guardians should contact the Health Office if assistance is needed to fulfill the Illinois health mandates.

Sports Physicals

In order to participate in extra-curricular athletic activities, students must submit documentation of a physical examination conducted by a licensed physician, accompanied by a written statement signed by the licensed physician, that the student's health status allows for active athletic participation. Such documentation is valid for only 395 days and must be received by the school prior to the student's participation in any extra-curricular athletic activities.

Change of Address/Contact Information

Parents/guardians should notify the school office promptly in writing of any change of address, telephone number, emergency notification information, or email address.

Withdrawal from the School

Parents/guardians who are withdrawing their children from school should notify the office in writing in advance. School records will be mailed at the request of parents or official records custodian of the school to which the student is transferring. A Student Transfer Form and the student's permanent record, current report card, and any IEP or 504 records will be furnished unless additional student records are expressly requested. The school will forward the unofficial record of the student's grades and not the student's official transcript if the student has unpaid fines or fees.

School Fees

Certain school fees will be waived for students who meet the eligibility criteria for the federal free meals program, as described in Board Policy 4:140. To inquire about or apply for a fee waiver, contact Dr. Jenny Wojcik at 847-362-2021.

Student fees for textbooks, workbooks, field trip transportation, and technology are to be paid at the beginning of the school year. An additional replacement fee is charged if book usage results in damage greater than expected due to normal wear. A student who withdraws prior to the end of the first semester will receive a refund of one-half of the total fees. No refunds will be made after the last day of the first semester. Students will be responsible for replacement costs for lost or damaged textbooks, materials, and/or technology.

School Supply Lists

Grade-level supply lists are distributed with registration. These lists highlight supplies/materials that parents are responsible for providing for their child at the start of the school year. Additional incidental supplies may be required throughout the school year.

Lockers

Lockers are available for all Rondout students. The school lockers remain School District property and are made available to students for their convenience. Lockers and any personal items in them are subject to search by school officials at any time, without notice to or the consent of the student, and without cause or reasonable suspicion. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Intentional damage will be charged to the student responsible. Money and other valuables should not be stored in lockers. Students are encouraged to leave all valuable items at home.

Gym Lockers

Gym lockers will not be utilized during the 20-21 school year.

Gym lockers are to be used by upper school students only. The gym lockers remain School District property and are made available to students for their convenience. Lockers and any personal items in them are subject to search by school officials at any time, without notice to or the consent of the student, and without cause or reasonable suspicion.

Each student is responsible for keeping his/her assigned gym locker clean both inside and outside. Intentional damage will be charged to the student responsible. Money and other valuables are not to be kept in the locker. Money and other valuables must be turned into the office for safekeeping.

Gym Clothing

Students will not change into gym clothes during the 20-21 school year. All students are required to wear gym shoes for P.E. class. Gym uniforms for sixth to eighth graders are purchased through the school when required.

Safety and Evacuation

Severe weather and safety evacuation drills are held at various times during the school year. Such drills are necessary for the safety of the students. It is necessary for students to follow the predetermined directions as quickly, quietly, and orderly as possible.

Food Allergies

Rondout approaches the issue of food allergies with rigorous guidelines designed to address the safety needs of students who have life-threatening food allergies. Rondout is peanut/nut free in classrooms and common areas outside the lunchroom. A peanut/nut free “zone” has been created in our lunchroom that includes designated peanut/nut free lunch tables including specialized cleaning protocols for these tables. Students with peanut/nut allergies typically use these tables. Other students are invited to join them provided all lunches are peanut/nut free. The school kitchen is also peanut/nut free. Specialized health or Section 504 plans for children who have food and or environmental allergies are also developed when necessary.

Students are not to share food or exchange foods with others at lunch or in other areas of the building or on the bus. Eating is not allowed on the bus. Please encourage your children to wash their hands prior to arriving at school if they have consumed peanut butter/peanuts or nuts at home as the residue and oils can continue to present a hazard if spread onto shared surfaces. All staff are trained annually in the use of Epi-Pens and the health office also maintains a undesignated Epi-Pen to be utilized in an emergency during regular school hours.

Healthy Food Choices/Lunch/Classroom Snacks and Food-Based Activities

Student lunches and snack items must be sent in disposable containers only. Reusable lunch boxes/backpacks will not be allowed during the 20-21 school year. Classrooms and common areas must remain peanut/nut free to maintain the safety and well-being of all students. Foods made with peanuts or nuts and those manufactured in plants that process peanuts or nuts are not allowed in classrooms. In order to support healthy snack choices, K-5 students who bring snacks to be consumed in the classroom are limited to approved options: yogurt, cheese, fruits and vegetables (without dipping sauces), raisins or dried fruits (no trail mixes with nuts), peeled hard boiled eggs, and applesauce. Students may also bring disposable water bottles. Snacks that do not conform to the approved snack list will be sent home or consumed during the lunch break but will not be allowed during classroom snack time. If you have a question about a particular food or snack item, the school nurse or your child’s classroom teacher will be happy to provide additional guidance.

Food based activities will also be limited to peanut/nut-free ingredients to ensure the safety of our students. Room parents must also follow these guidelines when planning for holiday parties and festivities.

Birthday Celebrations

Birthdays are important milestones in the lives of our students. As a school community, Rondout recognizes student birthdays in several ways. Student birthdays are announced on the daily morning announcements. Summer birthdays are announced at one of the end of the year town meetings. K-5 classrooms also have unique traditions to celebrate birthdays; however, bringing edible treats to school is not an option in order to protect the welfare of all students including those with food allergies. Your child's homeroom teacher will provide you with information regarding the classroom guidelines related to birthday celebrations, which end at grade 5. Classroom based birthday celebrations are not held in grades 6, 7, and 8.

Bicycles

For safety and security reasons, students are not allowed to ride bicycles to school.

Evening Programs

Parents/guardians are to keep their children with them before, during, and after any school programs held outside normal school hours. No one will be allowed to exit or enter the gym while a program is in progress except during appropriate interludes or emergencies. A child who must leave the program must be accompanied by a parent/guardian.

Bus Transportation

Free transportation is provided for all students living in District 72 and attending Rondout School. The school reserves the right to deny the use of the bus to students whose conduct is disruptive or inappropriate, in accordance with the bus suspension procedures described below. Students may not get off the bus at a stop other than his/her own. Rondout buses are equipped with video cameras to monitor student behavior with both audio and video recordings.

School/Community Communication

Communication between school and home is of vital importance. To facilitate community awareness of school events and information, the *Falcon Flyer* is sent home electronically weekly. Important District information is also provided on the Rondout website: www.rondout.org.

Parent Volunteers

Parents will not be able to volunteer in school during the 20-21 school year as noted in the Return to School Plan. A goal of Rondout School District 72 is to foster and maintain relationships with parents/guardians that encourage a strong link between school and home. The School District believes working together with the PTSA and parent volunteers fosters a positive environment and strengthens the quality of the educational experience. However, parents who are in the building acting in a voluntary capacity have certain responsibilities. Parent volunteers must maintain

professional and appropriate communications and interactions with students, parents, and school personnel at all times, and must abide by all Board policies. Parent volunteers must also maintain confidentiality in accordance with state and federal student record laws and Board policy. If a parent overhears a conversation that is private and/or personal in nature, the parent must not discuss this with others. Unless expressly authorized to do so by a District staff member, parent volunteers may not post on the Internet any photographs or video recordings of District students (other than the parent volunteer's child(ren)) taken while the parent was visiting the building or was serving in his or her capacity as a District volunteer or visitor. The School District strongly supports cooperation with the PTSA and parent volunteers.

Student Fundraising Guidelines and Procedures

Fundraising on school premises or during any school activity may be engaged in only by school sponsored organizations and parent organizations/booster clubs that are recognized by the Board of Education. Fund raising may occur only if it is approved in advance by the District administration. The District administration reserves the right to deny a fundraising request if it conflicts with instructional activities, involves door-to-door solicitation, jeopardizes student safety, or violates Board policy (including Policy 7:325) or State or federal law.

Lost and Found

The best assurance against loss is to mark clothing, shoes, and books with the student's name. The loss of an article of value should be reported to the teacher and the school office. Students who find articles should give them to a teacher or turn them in to the office. Small articles such as jewelry, watches, and keys will be held in the office. Clothing and larger items are stored in the marked lost and found area just outside the office. At the close of each school year, unclaimed items will be donated to charity.

School Pictures

During the first semester, individual pictures are taken of each student. Class pictures will also be taken at this time. These are available for purchase.

Consent to Use Photographs or Video Recordings of Students

Pictures of Unnamed Students

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the administration. The school may wish to use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website.

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

In order for the school to publish a picture or video recording of a student, one of the student's parents/guardians must sign a consent form annually. Parents must complete and sign this form to allow the school to publish and otherwise use photographs and video recordings (this includes the yearbook) of your child while he/she is enrolled in this school.

Pictures of Students Taken by Non-School Entities or Individuals

While the school limits access to the school building by outside photographers, it has no control over news media or other individuals or entities that may publish a picture or video of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer without parental consent. The District also requests that parents be respectful of others' privacy and refrain from posting on the Internet photographs or video recordings of children other than their own son(s) or daughter(s).

Lunch Program

A nutritious hot lunch is available to all students. Lunch is available for \$3.15 and includes, salad bar and milk. Milk tickets is available for 40¢ per carton. Lunches can be purchased in blocks of 3 or more by check or online. Students will be allowed to have hot lunch for three days without purchase. After that time, they will receive a limited lunch menu and still be charged for the day. Students who meet the eligibility criteria may receive free or reduced-price lunch (see Policy 4:130).

BASE Program

BASE is the fee-based school-age childcare program offered by Rondout District 72. The goal of this program is to provide quality childcare in a stimulating, safe, and challenging environment. BASE is for K-5 students enrolled at Rondout who require after-school care. Enrollment and registration information is available through the school office.

Instructional Program Information

Curriculum

Rondout's curriculum reflects the Illinois Learning Standards/Common Core State Standards and is reviewed and renewed on a regular basis. Questions regarding the curriculum may be addressed by the faculty or administration.

Inspection of Instructional Materials

Parents/guardians may inspect any instructional materials used in the school. Those materials include textbooks, teacher's manuals, films, and tapes. Parents may call the school office at 847-362-2021 to arrange an appointment to view any of these items.

Physical Fitness Assessment

Pursuant to School Code requirements, the District will use a scientifically-based, health-related physical fitness assessment for grades 3-8 and periodically report

fitness information to the State Board of Education. Fitness tests will be appropriate to the students' developmental levels and physical abilities. They will be used to teach students to assess their fitness levels, set goals for improvement, and monitor progress in reaching their goals. Fitness scores shall not be used for grading students or evaluating teachers.

Student Support Services

Health Services

No child who is ill shall be allowed to go home without a parent or other responsible person to take charge of the child. Children must stay home when ill and should not return to school until they have met the required guidelines established in the COVID regulations. The telephone number of a person who can be contacted, other than parents, in case of illness or accident should be given to the school.

Student Services

Rondout School District 72 provides a continuum of services for students identified with special needs. Students are identified as eligible for special education services through a case study process which may result in the development of an individualized education program (IEP). In-district specialists including resource teachers, a speech and language therapist, an occupational therapist, a psychologist, a social worker, and a school nurse, provide these services. Other specialized services are provided by staff from SEDOL (Special Education District of Lake County) or professionals contracted by the School District. Parents, teachers, and administrators meet regularly to review student progress, identify individual student needs, and monitor the implementation of students' IEPs. Access to early intervention for children from birth to age 3 (0-3) is provided according to federal guidelines. Students may also receive support and service through the development of a 504 plan or individual health plan as applicable. Additional information may be obtained by contacting the Superintendent.

Preschool Screening

Early-intervention services are available for children ages 0-5 who have been determined eligible for services. Parents/guardians of pre-school children ages 3-5 are encouraged to participate in preschool screening annually until their child enters school. Screening dates are advertised on Rondout's website and in the *Falcon Flyer*. Children must be 3 years of age to participate. Screening for infants and toddlers from ages 0-3 is also available. For students ages 0-3, the District will make a referral to an approved early intervention provider.

Extra-Curricular Activities

These activities include after-school and interscholastic sports (grades 5-8) and various clubs. Students participating in extracurricular activities are required to maintain good grades and reasonable standards of behavior. Students may become ineligible for extracurricular activities if a teacher informs the sponsor or coach of the activity that the student has not completed homework, tests, or quizzes and/or has not

maintained expected standards of behavior.

Grade Reporting to Parents/Graduation Requirements

Report cards are issued at the end of each trimester. Students must successfully complete the District's course of study to be eligible for graduation. Parents are encouraged to participate in both the beginning of the year and winter conferences. Additionally, parents may contact their child's teacher to schedule a conference at a mutually convenient time throughout the school year.

Field Trips

- There will be no field trips during the 20-21 school year until further notice.
- Field trips are an integral part of the school curriculum and contribute to the District's educational goals.
- All field trips must have the prior approval of the administration. Field trips beyond a 200-mile radius of the school or extending overnight must also have the prior approval of the Board.
- On all field trips, fees may be charged to help defray the transportation costs and/or admission costs.
- Parents/guardians of students are given the opportunity to consent to their child's participation in any field trip and are responsible for all designated entrance fees, food, lodging, or other costs. The District will cover such costs for students who qualify for free or reduced school lunches. All non-participating students will be provided an alternative experience at school. Refunds will not be provided for students who are absent.

Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following: Illinois Sex Offender Registry (www.isp.state.il.us/sor/), Illinois Murderer and Violent offender Against Youth Registry (www.isp.state.il.us/cmvo/), and Frequently Asked Questions Concerning Sex Offenders (www.isp.state.il.us/sor/faq.cfm).

POLICIES & GUIDELINES

SCHOOL DISTRICT POLICIES AND GUIDELINES

Policy on Preventing Bullying, Cyber-Bullying, Intimidation, and Harassment

Bullying is NOT acceptable in any form and is strictly prohibited. Bullying is contrary to Illinois law and the policy of this District. Bullying, cyber-bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, 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.

No student shall be subjected to bullying:

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

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. A student's bullying conduct also may be addressed through any other behavioral interventions, including but not limited to restorative measures. The District's Handbook for Parents and Students containing the Policy on Preventing Bullying, Cyber-Bullying, Intimidation, and Harassment is available electronically on the District website at www.rondout.org.

Bullying Defined

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. The District will not tolerate harassing, intimidating conduct or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. The terms "intimidating," "hostile" and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort.

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

For purposes of School District policy, "bullying" (which includes cyber-bullying) may include:

- Physical acts, such as inappropriate, unwanted, uninvited, or injurious physical contact with another; harassment; threats; intimidation; theft; public humiliation; retaliation for asserting or alleging an act of bullying; stalking; sexual assault; and destruction or damage to property of another. 105 ILCS 5/27-23.7(b).
- Written and electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium (including, but

not limited to, cell phones, computers, websites, electronic networks, instant messages, text messages and emails);

- Verbal threats made to another, blackmail, or demands for protection money;
- Non-verbal threats or intimidation such as aggressive or menacing gestures;
- Direct or indirect, relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone's reputation;
- Any of the above conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events.
- Cyber-bullying includes bullying "through the transmission from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the education process or orderly operation of a school. (105 ILCS 5/27-23.7(a)(4))

The examples listed above are meant to be illustrative and are not exhaustive of conduct that may or may not be considered "Bullying."

Report and Investigation

Students who feel they are victims of or have witnessed harassment, intimidation, bullying, hazing, or retaliation should immediately report it orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone 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. The District's Complaint Manager is available for help with a bully or to make a report about bullying. The District will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information.

This report shall then be submitted to the Complaint Manager, who shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and, if so, conduct or cause to be conducted a thorough investigation of the alleged incident in a timely manner. The Complaint Manager or designee will provide the target with information regarding services that are available within the District and community, such as counseling, support services, and other programs. All reasonable efforts will be made to complete the investigation within 10 school days after the date the report of the incident of bullying was received.

Discipline and/or other intervention appropriate to the outcome of the investigation shall be imposed consistent with the adopted discipline code for the District. Interventions that can be taken to address bullying include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. For purposes of this policy, “restorative measures” means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students’ behavioral health needs in order to keep students in school.

Local law enforcement and the State’s Attorney shall be notified immediately of all incidents involving significant bodily harm, significant property damage, or any conduct which reasonably is believed by the school administrator(s) to be a violation of the criminal laws. The investigation of any such bullying conduct shall proceed in cooperation with the police and other applicable law enforcement authorities. The School District always retains its right to investigate and impose any discipline for violation of this Policy, whether or not criminal charges are pursued.

Complaint Manager:

Jenny T. Wojcik
Name

David Nitka
Name

28593 N Bradley Road, Lake Forest, IL 60045
Address

28593 N Bradley Road, Lake Forest, IL 60045
Address

jenny.wojcik@rondoutsd72.org
Email

david.nitka@rondoutsd72.org
Email

847-362-2021 ext. 601
Telephone

847-362-2021 ext. 643
Telephone

Bullying Prevention

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260, *Uniform Grievance Procedure*. This policy contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably. The Complaint Manager shall make all

- reasonable efforts to complete the investigation within 10 school days after receiving the report of the bullying incident and taking into consideration additional relevant information received during the course of the investigation; involve appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as necessary, in the investigation process; and provide parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying (consistent with federal/State laws regarding student privacy rights). After an investigation, the Complaint Manager shall file a written report of his or her findings with the Superintendent for his or her action. The student may appeal any decision to the Board.
- b. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Those characteristics are also identified in the second paragraph of 7:180, *Preventing Bullying, Intimidation, and Harassment*.
 - d. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation. It encourages anyone with information about an incident of teen dating violence to report it to any school staff member.
 - e. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
 - f. 7:310, *Restriction on Publications*. This policy prohibits students from: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
 - g. Full implementation of the above policies includes: (1) conducting a prompt and thorough investigation of alleged incidents of bullying, (2) providing each student who violates one or more of these policies with appropriate

- consequences and remedial action, (3) protecting students against retaliation for reporting bullying; (4) providing appropriate consequences and remedial actions or a person who engages in reprisal or retaliation; and (5) providing appropriate consequences and remedial actions for a person who falsely accuses another of bullying as a means of retaliation or as a means of bullying.
2. Examines the appropriate steps to understand, eliminate, and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
 3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
 4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Providing a copy of the policy annually to school personnel, including new employees.
 - c. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - d. Where appropriate in the staff development program, providing strategies and interventions to staff members to effectively prevent bullying and hostile environments and their effects, and intervene when either occur.
 - e. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.
 5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report: (a) alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence, and (b) locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
 7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes

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

8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form. The policy shall be posted on the website; posted where other policies, rules, and standards of conduct are posted in the schools; and shall be periodically provided throughout the school year to students and faculty.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article 1 of the Ill. Constitution.

Acceptable Use Policy

Access to Electronic Networks and District Technology

Upon enrollment and at the start of each school year, students and their parents/guardians must complete the District's Electronic Network User's Agreement (**Rondout School District #72 Acceptable Use of the District's Electronic Networks 2020-2021**) and return it to the school office in order to access school and District technology.

Upper-school students are responsible for the safe care and acceptable use of their District-issued laptop and may be held responsible for replacement costs for lost or damaged electronic equipment, such as laptops and/or calculators. They must furnish their own headphones and flash drive.

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

Medication

Prescription and Non-Prescription Medications

Before any medication can be given or taken at school a School Medication Authorization Form must be completed and signed by the prescribing physician and the parent/guardian; this includes prescription and over-the-counter medications (Tylenol, Advil, Tums, Midol, cough drops, cold medications, etc.). The order shall be renewed annually. The student's physician shall provide a written order detailing:

- Name of student
- Type of disease or illness involved
- Name of the medication
- Dosage
- Time interval in which the medication is to be taken
- Necessity for the medication during the day
- Desired benefits of the medication
- Common or likely side effects
- Emergency number where the physician can be reached.

The order shall be renewed annually.

The School Medication Authorization Form and any relevant additional information from the physician and the parent/guardian will be placed in the student's health file. Changes in medication will be made only upon the written order of a physician and written request of the parent. Medication must be brought to the school in its original closed container appropriately labeled by the pharmacy or physician. The name of the student and the names and phone numbers of the physician and pharmacy must be indicated on the container. The dosage and discontinuation date must be indicated on the container. Each prescription turned into the health office must be counted by the school nurse and parent or school administrator. The total number of pills must be recorded.

All medication is to be transported to and from school by a parent/guardian or other responsible adult. Students are not to transport or have medications in their possession except for medication they are authorized to self-administer by a qualifying health plan. The school provides a secure space for safe storage of all medications; this space is accessible to authorized personnel only. Except for diabetes medication, epinephrine auto-injectors, asthma inhalers or other medication a student is authorized to self-carry by a qualifying health plan, all student prescription and over-the-counter medications must remain in the nurse's office during school hours.

The school nurse maintains a written record of all administration of medication. This record includes the following information:

- What medication was given
- To whom it was given

- When it was given (date and time)
- Dosage given
- Who dispensed the medication
- Date of initiation of drug therapy in school
- Any absenteeism
- If and when a medication was not dispensed or terminated and the reason why
- Date of discontinuance.

This information is placed in the student's health file along with the School Medication Authorization Form. The parent/guardian is responsible for picking up extra medication at the end of a treatment and/or school year. Medicine left at the end of the school year will be discarded.

No medications will be given by school personnel unless these guidelines are followed. Nothing in the policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The School District retains discretion to reject requests for administration of medication subject to the requirements of state and federal law.

Self-Administration of Medication

A student may possess and self-administer diabetes medication, an EpiPen, medication prescribed for asthma for immediate use at the student's discretion, or other medication as provided for in a qualifying plan and provided the student's parent/guardian has completed and signed School Medication Authorization Form. Qualifying plans include an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, a 504 plan, and an IEP, as well as a Diabetes Care Plan. This authorization must be renewed annually. Parents/guardians are strongly encouraged to provide back-up medication to be kept in the health office.

The District shall incur not liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents against any claims, except based on willful and wanton conduct, arising out of a student's self-administration of medication under a qualifying plan.

No medications will be given by school personnel unless these guidelines are followed. The School District retains discretion to reject requests for administration of medication subject to the requirements of state and federal law.

School District Supply of Undesignated Epinephrine Injectors

The District maintains a supply of undesignated epinephrine autoinjectors in the name of the District. A school nurse or trained personnel may administer an undesignated epinephrine autoinjector to a person when they, in good faith, believe a person is having an anaphylactic reaction. This provision is void whenever the Superintendent

is unable to obtain a prescription for undesignated epinephrine autoinjectors or fill such a prescription. Upon any administration of an undesignated epinephrine autoinjector, the Superintendent will ensure all notifications required by State law occur. No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine autoinjector. This policy does not guarantee the availability of an epinephrine autoinjector; students and their parents/guardians should consult their own physician regarding this medication.

Medical Emergency Procedures

Although every emergency situation is different, standard first aid practices will be administered in a medical emergency and reasonable care and caution in handling the individual will be exercised. Written orders from parent(s)/guardian(s) to forego life-sustaining treatment for their child must be signed by the child's physician and given to the Principal or Superintendent. Whenever such an order is received, the Superintendent will convene a multi-disciplinary team that includes the parent(s)/guardian(s) and physician, as well as school personnel designated by the Superintendent. The team will determine specific interventions to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event. District personnel will convey orders to forego life-sustaining treatment to the appropriate emergency or healthcare provider.

When a student is seriously injured or severely ill, the following procedure will be implemented:

1. First aid will be given immediately.
2. Paramedics will be called at once.
3. The child's parents/guardian will be contacted. They will be informed of the nature of the problem and where the paramedics are taking the student for treatment. If the parents have a written order on file to forego life-sustaining treatment, every effort will be made to comply with the alternative provision determined by the multi-disciplinary team if the parents cannot be contacted.
4. A staff member will accompany the injured or ill student to the hospital if parents or relatives do not get to school before the paramedics leave. Parents/guardians will meet student at the hospital.

If a student has an Individual Health Plan, Asthma Action Plan, Seizure Action Plan, Diabetes Care Plan, or Allergy Emergency Action Plan, the procedures specified in the plan will be followed.

Right to Privacy in the School Setting

Student's Personal Property

School authorities may search a student and/or the student's personal property including but not limited to purse, wallet, backpack, book bag, draw string book bag, lunch box, cell phone, or other electronic device, when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. The search must be conducted in

a manner that is reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator or adult witness; and
- By an administrator or school resource officer of the same gender as the student.

School Property

School property, including but not limited to desks, lockers, and parking lots, is owned and controlled by the district and the district may make reasonable regulations regarding its use. School authorities are authorized to conduct area-wide, general administrative inspections of school property (searches of all student lockers, desks, or parking lots) as a means of protecting the health, safety, or welfare of the District and its employees and students, without notice to or consent of the student and without a search warrant. School authorities may search a student's personal property left behind on such school property.

Seizure of Property

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating the law or the district's rules, such evidence may be seized and impounded by school authorities and disciplinary actions may be taken. When appropriate, such evidence will be transferred to law enforcement authorities.

Social Media

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 (e.g. Facebook, Twitter, Instagram, ask.fm, etc.) 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. School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Student Discipline Policy

In conjunction with Board of Education Policy 7.190, the Rondout Code of Conduct provides the framework of behavioral expectations for students attending Rondout School and for all groups and/or agencies using the school facility.

The School Board's goals and objectives with this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, drug-free learning environment; (3) keep school property and

the property of others secure; (4) address the cause of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavior skills to become independent, self-disciplined citizens in the school community and society.

The Code of Conduct identifies the four cornerstone behaviors --**Respect, Responsibility, Honesty** and **Kindness** -- along with related rules and examples of practice. All students are expected to practice these cornerstone behaviors with the support of teachers, parents/guardians, and administrators. Failure to uphold the Code of Conduct will result in appropriate and consistent **consequences including but not limited to suspension or expulsion**. A student's misconduct will also be addressed through appropriate behavioral interventions. The District will exhaust other appropriate and available means of intervention before expelling students or suspending them out of school. Support for the Code of Conduct is expected by parents and students.

The Rondout Code of Conduct applies whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. Anytime when on or within sight of school grounds.
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, on or off campus if the conduct interferes or may be reasonably forecasted to interfere with, disrupt, or adversely affect 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.

Goals of Rondout's Discipline Plan

- To maintain a positive climate in the learning community that supports teaching and learning.
- To increase students' effective time on task by minimizing distracting and disruptive behavior.
- To increase students' positive self-concept, self-discipline, and respect toward self, other students, teachers, and staff members.
- To advise students of the reasons for any consequence and provide an opportunity to share their input concerning the situation.
- To involve parents/guardians in the discipline process as key individuals in their child's life.
- To provide clear expectations of appropriate and inappropriate behaviors and consequences of misbehavior.
- To teach responsibility for one's actions and values to self in the school community.

Rondout Code of Conduct

Support for the Code of Conduct is expected, and parents and students are asked to acknowledge their commitment in writing on the Acknowledgement of Receipt and Review of Code of Conduct form.

Respect

Rules:

Expected practices include:

<p>1. Show respect for school property.</p>	<p>a. Lockers will be maintained properly. b. School equipment will be used as directed. c. Physical environment will not be defaced. d. Destruction of school property and false fire alarms are prohibited.</p>
<p>2. Show respect for all adults.</p>	<p>a. Student actions with fellow adults will reflect courtesy and civility. b. Students will follow adult instructions/directions. c. Insubordination, verbal abuse, and assault are not acceptable. d. Follow screening, social distancing, hygiene, and face covering rules when in effect to protect the health of others.</p>
<p>3. Show respect for fellow students.</p>	<p>a. Students will keep hands, feet, and objects to themselves and respect the personal space of others. b. Student interactions with fellow students will reflect courtesy and civility. c. Students will use appropriate language. d. Students will request permission to use one another's possessions. e. Physical and verbal abuse, fighting, harassment, bullying, threats, or intimidation are not acceptable. f. Follow screening, social distancing, hygiene, and face covering rules when in effect to protect the health of others.</p>
<p>4. Show respect for yourself</p>	<p>a. Students will dress appropriately for all school related/sponsored functions. Student dress or appearance must not contribute to the disruption of the educational process. b. Students will not inappropriately display physical affection. c. Students must not use, possess, distribute, sell or otherwise be under the influence of drugs, alcohol, or tobacco. The use, possession, distribution, sale, or being under the influence of prescription or over the counter medications or other substances and possession of drug-related paraphernalia is not allowed. d. Students must not use, possess, sell, or distribute weapons look-alike weapons or explosive flammable materials.</p>

Responsibility

Rules:

Expected practices include:

1. Attend school and participate as expected.	<ul style="list-style-type: none">a. Students will come to school and all classes on time.b. Students will participate in an appropriate manner.c. Students will use technology, calculators, and other electronic equipment only as directed.
2. Accept rules and respect authority.	<ul style="list-style-type: none">a. Students will follow the rules of each classroom and all common areas while in school and during school-related activities both on-site and off-site.b. Students will follow directions as given.c. Students will refrain from consuming food and candy in class without teacher approval.
3. Accept responsibility for your own learning.	<ul style="list-style-type: none">a. Students will come to class with all homework completed.b. Students will come to school with all necessary supplies.
4. Be responsible for your safety and that of others.	<ul style="list-style-type: none">a. Students will report unsafe situations to an adult immediately.b. Students will not engage in any behavior that endangers their safety and/or the safety of others.c. Student must not use, possess, distribute, sell or otherwise be under the influence of alcohol, tobacco, or drugs. Use, possession, distribution, sale, or being under the influence of prescription or over the counter medications or other substances and possession of drug-related paraphernalia is not allowed.d. Students must not use, possess, sell, or distribute weapons, look-alike weapons or explosive/flammable materials.
5. Accept responsibility for behavior and consequences received.	<ul style="list-style-type: none">a. Students will accept responsibility for failure to meet the school's behavioral expectations and the resulting consequences.

Honesty

Rules:

Expected practices include:

1. Tell the truth.	a. Students will tell the whole truth, with no omissions. b. Students will not deny guilt when guilty. c. Students will not deny others the right to tell the truth.
2. Do not steal.	a. Students will ask permission before borrowing materials. b. Students will return borrowed materials. c. All forms of stealing are prohibited.
3. Do not cheat.	a. Students will not discuss test/quiz questions and answers with someone who has not taken the test/quiz. b. Students will not take or give answers on homework. c. Students will not plagiarize or represent others' work as their own. d. Students will not cheat on tests or quizzes.
4. Promote honesty in others.	a. Students are expected to report violations of the Code of Conduct to an adult.

Kindness

Rules:

Expected practices include:

1. Be courteous, helpful, and cooperative.	a. Students will treat others with respect, civility, and courtesy. b. If students are going to share, share equitably, for example, school supplies and information. c. Students will not take advantage of others, for example, by bullying, teasing, and harassing.
2. Support others with positive words and actions.	a. Students will be inclusive in their school interactions. b. Students will encourage others to do their personal best. c. Students will voice legitimate praise for jobs well done, d. Students will not name call, mock, or laugh maliciously at others.
3. Accept both success and disappointment.	a. Students will practice good sportsmanship. b. Students will share success without putting others down. c. Students will respond to disappointment appropriately by controlling their anger.

Disruptive Dress or Grooming

Student dress should not be disruptive to the school environment and grooming must meet reasonable standards of health, cleanliness, safety, and standards of the community. Students will be expected to change out of any attire that violates the Rondout Code of Conduct. Acceptable alternatives will be made available to students. Any student who refuses to comply or repeatedly violates this rule will be subject to additional discipline. Shorts and skirts must be fingertip length, straps on shirts must be at least two fingers wide, and no racer back shirts are permitted. The size of shirts and pants shall be appropriate to the student's body size and not be unduly oversized or undersized. No clothing with inappropriate advertisements or text, pictures, or themes that contribute to the disruption of the educational process will be allowed, including, but not limited to, alcohol, tobacco, drugs, firearms, or gang related insignias/clothing.

Rules of Conduct

The following are defined as gross disobedience or misconduct:

- General misconduct (such as running in halls, throwing food, fighting, roughhousing on the playground, disorderly conduct, tardiness to class, etc.)
- Using, possessing, distributing, purchasing, selling or being under the influence of alcohol, tobacco, electronic cigarettes, any illegal drug, drug paraphernalia, controlled substance, cannabis, or any prescription drug when not prescribed for the student or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
- Using, possessing, distributing, purchasing, or selling any inhalant, regardless of whether it contains an illegal 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. This prohibition does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- Using, possessing, distributing, purchasing, or selling 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 pure caffeine in tablet or powdered form.
- Using, possessing, distributing, purchasing or selling any look-alike or counterfeit drug, including a substance not containing any illegal drug or controlled substance but one that a student believes to be, or represents to be, an illegal drug or controlled substance, or about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- Using, possessing, controlling or transferring a weapon, firearms, ammunition, stun guns, tasers or other dangerous weapons or instruments, explosives, firecrackers, or any component of a weapon or look-alike weapon is prohibited on school buses, in school buildings, at school-sponsored functions or on school grounds. A weapon is defined as (1) any gun, rifle or shotgun; (2) any other object if used or attempted to be used to cause bodily harm, including, but not limited to, knives, brass knuckles and billy clubs; or (3) look-alikes of any weapon defined above. Squirt or other toy guns are not permitted at school; nor are pocket knives or other toy or utility knives.
- Stealing or attempting to steal or damaging or attempting to cause damage to school property or another person's personal property. (Students will be required to pay for, or work off, the cost of replacing/restoring that which has been destroyed or damaged.)
- Disobeying rules of student conduct or directives from staff members or school officials (such as refusing a District staff member's request to stop,

- present school identification, or submit to a search).
- Entering school property or a school facility without proper authorization..
 - In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
 - Use of profanity, vulgarity or indecent gestures towards school employees or fellow students.
 - 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.
 - Using, possessing, controlling, or transferring fireworks, matches, lighters or other combustibles.
 - Use of personal electronic devices or cell phones during class, at lunch, in the hallways, or on the bus is prohibited unless the supervising teacher grants permission, use of the device is provided in the student's IEP, or it is needed in an emergency that threatens the safety of students, staff, or other individuals.
 - Using or possessing an electronic paging device; using a cell phone, video recording device, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including to take photographs in locker rooms or bathrooms, cheat, or sext.
 - Being involved in gangs or gang-related activities, including displaying gang signals or paraphernalia. A "gang" means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal act or acts in violation of school rules, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules. Gang activity includes, but is not limited to, any act in furtherance of a gang and/or possession or use of gang symbols, such as drawings, hand signs, or attire.
 - Abuse of Internet privileges or inappropriate and/or unauthorized use of the District's electronic network.
 - Being absent without a recognized excuse,
 - Violating any criminal law, such as assault, battery, arson, theft, gambling, hazing, and sexting.
 - Hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a school employee or student, including any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, humiliation, theft or destruction of property, retaliation, teen dating violence, bullying, cyber-bullying, or other comparable conduct.
 - Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and

- sexual assault.
- Teen dating violence.
 - Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if that Internet website was accessible within the school at the time the threat was made or was available to third parties who worked or studied at the school when the threat was made, and the threat could reasonably be interpreted as threatening to the safety and security of the threatened individual because of his or her relationship to the school.
 - Operating an Unmanned Aircraft System or drone on school grounds or at any school event unless granted permission by the Superintendent or designee.
 - Violating screening, social distancing, hygiene, and face covering rules when in effect to protect the health of others.
 - Engaging in any activity, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff or school property; or (b) interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function.

The following conduct is also prohibited:

- General misconduct (such as running in halls, throwing food, fighting, roughhousing on the playground, disorderly conduct, tardiness to class, etc.)
- Use of profanity, vulgarity or indecent gestures towards school employees or fellow students.
- Snowball throwing. (This also includes throwing of other projectiles such as rocks, balls, etc. at another student, faculty members, or the school building itself.)
- Disruptive dress or grooming. Each student is expected to present an appearance that does not disrupt or interfere with the educational environment. Grooming that is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate. No halter-tops, fishnet shirts or short-shorts will be allowed.
- Use of mini-bikes, scooters, snowmobiles, or any motorized vehicles on school property.
- Tackling or Karate-type games of any type.

Mandatory Compliance

Compliance with the Code of Conduct is mandatory. At the beginning of each school year all parents and students will be given information about the Code of Conduct and the statement of disciplinary standards and be required to acknowledge receipt of the Parent Handbook and Code of Conduct.

Disciplinary Procedures

Discipline Consequences

Student discipline for reasons of misconduct will be based upon the determination of the teacher and the administration. A student's misconduct will be addressed through behavioral interventions, where appropriate. To the greatest extent practicable, school officials shall limit the number and duration of expulsions and out-of-school suspensions and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using expulsions or out-of-school suspensions. In conjunction with appropriate interventions, consequences include but are not limited to parent/guardian notification; disciplinary conference; withholding of privileges; return of property or restitution for lost, stolen, or damaged property; after-school study or Saturday study, community service, seizure of contraband, and the following:

Temporary Removal from the Classroom

Teachers may temporarily remove students from the classroom for disruptive behavior and refer such students to the main office to meet with an administrator.

In School Suspension

In-school suspension is a consequence involving isolation from classmates during the regular school day with regular work assignments required. Reasons for in-school suspension may include, but are not limited to, disruptive classroom behavior, use of profanity, insubordination, or physical aggression. Parents/guardians shall be notified and may attend a conference at the end of the suspension.

Out of School Suspension

Out-of-school suspension for gross disobedience or misconduct shall be assigned by the building administration or the Superintendent. Except in an emergency, before an out-of-school suspension is given, the student will meet with an administrator, be advised of the charges against him/her, and be given an opportunity to respond to these charges. Out of School suspension may be warranted when a student's continuing presence on campus poses a threat to school safety or a disruption to other students' learning opportunities or the operation of the school, such as fighting, possession of alcohol or tobacco, or engaging in bullying. Following the procedures in Policy 7:200, any suspension shall be reported immediately to the parents/guardian of the student, along with a written statement of the reasons for such suspension and a notice of their right to a review. A copy shall be given to the Board of Education. If a review is requested by the parents, they may appear for a hearing before the Board or its hearing officer. After the hearing, the Board may take such action as it finds appropriate.

Expulsion from School

Expulsion shall be by the Board of Education for gross disobedience or misconduct and takes place only after the parents/guardians have been requested to appear at a hearing before the Board or its hearing officer to discuss their child's behavior

following the procedures of Policy 7:210. Expulsion may be warranted when a student's continuing presence on campus poses a threat to the safety of other students, staff, or the school community, or substantially disrupt, impede, or interfere with the operation of the school, such as possession of a weapon, assault of a staff member, or distributing an illegal drug.

Parents shall be informed of the reasons for the expulsion recommendation and the date on which the proposed expulsion is recommended to become effective. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the hearing, and the Board may take such action as it finds appropriate.

Criminal Prosecution Record

The Administration may make a referral for criminal prosecution where circumstances warrant such a referral.

Corporal Punishment

Corporal punishment is not used as a form of discipline in Rondout School.

Denied Participation in School Sponsored Activity

The Administration reserves the right to deny participation in any on or off campus school sponsored activity if a student's behavior has been inappropriate at school or in activities related to the school.

Discipline for Students with Disabilities

Students who have qualified for special education services shall be disciplined in accordance with the requirements set forth by the Individuals with Disabilities Education Act (IDEA), as amended.

Bus Behavior Rules

The Rules of Conduct set forth in the Code of Conduct also apply on the bus. In addition, students must:

- Show respect to other riders.
- Remain seated while the bus is in motion.
- Follow the directions of the bus driver.
- Talk quietly.
- Behave in a manner that contributes to the safety of the bus and its passengers.
- Refrain from gross disobedience or misconduct, including
 - Prohibited student conduct as defined in the Student Discipline policy.
 - Willful injury or threat of injury to a bus driver or to another rider.
 - Willful and/or repeated defacement of the bus.
 - Repeated use of profanity.
 - Repeated willful disobedience of the bus driver's or other supervisor's directives.
 - Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

Bus Disciplinary Procedures

Consequences of breaking the Bus Behavior Rules, including any violations of the Code of Conduct taking place on the bus include but are not limited to, the following:

- A written warning sent home to parents/guardians and conference with student.
- Phone call to parents/guardians and conference with student.
- In-person conference with parents/guardians and student.
- Bus suspension for student.
- Out of school suspension for student.
- Expulsion for student.

Each incident will be reviewed individually and the consequences will not necessarily progress in order but be determined based on the severity of the misconduct and circumstances of the situation. The Superintendent or designee may suspend a student from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or

misconduct. The School Board may suspend a 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.

Parental Concerns

If a parent/guardian has a problem or concern, the parent should contact the teacher and let him/her know about the concern. The expectation is that the parents will contact teachers first, then the Principal, and finally the Superintendent.

Unscheduled Parent/Teacher Meetings

Parents/guardians who request immediate meetings with teachers shall meet with a member of the administrative team. In cases where the immediate physical safety or welfare of a student is at stake, a meeting shall be held with an administrator, at which point the information shall be given immediately to the teacher. In all other cases, the administrator shall schedule a brief meeting with the parent to learn of the concerns/issues and to obtain convenient meeting dates and times from the parent. A meeting time shall then be arranged with the teacher.

The student's presence at meetings during the student school day will be determined by the administration, and if the meeting is conducted outside of the student's attendance day, the student's presence will be determined by mutual agreement. An attempt will be made to provide a meeting place that is conducive to privacy.

Conduct for Meetings

Participants in parent/teacher meetings shall abide by rules of common courtesy. The meeting shall be terminated if any participant cannot discuss the issues in a professional and respectful manner or if any participant creates a hostile, offensive, or abusive environment. Another time, date, and place to continue the meeting may be arranged.

Equal Educational Opportunities

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

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

extracurricular programs and activities. Any student may file a sex equity complaint using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools and, thereafter, to the State Superintendent of Education.

Uniform Grievance Procedure

If a student, parent, or guardian believes that his/her rights under the state or federal Constitution, state or federal statute, or Board policy have been violated by the Board or District staff, he/she should notify the District Nondiscrimination Coordinator, Dr. Jenny Wojcik, or the District Complaint Managers: Dr. Jenny Wojcik and/or David Nitka, 28593 North Bradley Road Lake Forest IL 60045 847-362-2021.

Uniform Grievance Procedure Policy 2:260

Students, parents/guardians, employees, or community members should notify the District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated Board policy, or have a complaint regarding any one of the following:

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

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by

the Complaint Manager as he or she deems appropriate. As used in this policy, “school business days” means days on which the District’s main office is open.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with the District Complaint Manager. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

2. Investigation

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

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

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3.

The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

Within 5 school business days after receiving the Complaint Manager’s report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent’s decision, the Complainant may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 30 school business days, the Board of Education shall affirm, reverse, or amend the Superintendent’s decision or direct the

Superintendent to gather additional information for the Board. Within 5 school business days of the Board’s decision, the Superintendent shall inform the Complainant of the Board’s action.

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

Appointing Nondiscrimination and Title IX Coordinator and Complaint Managers

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

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy.

Nondiscrimination and Title IX	Coordinator: Complaint Manager:
Dr. Jenny T. Wojcik	David Nitka
Name	Name
28593 N. Bradley Road	28593 N. Bradley Road
Address	Address
Lake Forest, IL 60045	Lake Forest, IL 60045
City, State Zip	City, State Zip
847/362-2021, ext. 601	847/362-2021, ext. 643
Telephone	Telephone

Student Welfare Safety Plan

Rondout School District has in place procedures for handling such situations as school emergencies or personal crises. A Crisis Team of teachers, the school nurse, the school social worker or school psychologist, and an administrator will be in charge of decisions regarding the implementation of the procedures. Incidents which would precipitate the convening of the team might be the serious injury or death of a student, staff member, or other person closely related to Rondout School or an emergency situation involving the school facilities. If a parent learns of a crisis situation involving one of our students, parents, families, staff members, or the facility, please contact the Superintendent, Dr. Jenny Wojcik.

The appropriate public safety agency (police/fire) should be contacted if an immediate building emergency arises.

Student Records – Notification of Rights of Parents/Students

The following information pertains to the rights and obligations of parents, students, and the school under the Illinois School Student Records Act (ISSRA) 105 ILCS 10/1 et

seq.

The student permanent record consists of basic identifying information, academic transcript, attendance record, health record, and record of release of permanent information-and may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be destroyed 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from the District.

The student temporary record consists of all information that is of relevance to the education of the student but is not required to be in the student permanent record. A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate, or unnecessary information every four (4) years or upon a student's change in attendance centers, whichever occurs first. The temporary record will be destroyed entirely five (5) years after the student has transferred, graduated, or otherwise permanently withdrawn from the District.

Parents/guardians or any person specifically designated as a representative by a parent has the right to:

- a. Inspect and copy all permanent and temporary records within a reasonable time after the date of receipt of such request by the official records custodian. Requests will generally be granted within 10 business days but the District may extend the time to respond by 5 business days in accordance with State law. A student shall have the right to inspect and copy his/her school student permanent record. The school charges 10 cents per page for copies. This fee will be waived for those unable to afford such costs.
- b. Have present at the option of either the parent or the school, a qualified professional, who may be a psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student temporary record. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of the presence of a professional employed by the school.
- c. Challenge the accuracy, relevancy, or propriety of any entry in the school records, exclusive of grades and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring, by requesting a hearing with the school.
 - i. The request for an amendment shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.

- ii. An informal conference will be held within 15 school days of receipt of request; if the challenge is not resolved by the informal conference, a formal hearing shall be initiated.
 - iii. The procedures for a formal hearing and an appeal are on file in the district office.
- d. 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:
Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

No school student records or information contained therein may be released, transferred, disclosed, or otherwise disseminated, except as allowed under law:

Parents may insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute.

Except for the student and his/her parents, no person to whom information is released and no person specifically designated as a representative by a parent may permit any other person to have access to such information without a prior consent obtained in accordance with ISSRA.

One exception that permits disclosure without consent is disclosure to school officials or consultants with legitimate educational or administrative interests. A school official or consultant is a person employed by the district in an administrative, supervisory, academic, or support staff position (including law enforcement personnel and health staff) or a person or company with whom the district has contracted (such as an attorney, auditor, technology provider, or collection agent). A school official has a legitimate educational or administrative interest if the official needs to review an education record in order to fulfill his/her professional responsibilities. Additionally, upon request, the district discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such request, the date of the release, the name and signature of the official records custodian releasing such information, and a copy of any consent to such release.

The following is designated as directory information and may be released to the general public unless the parent requests that any or all such information not be released: student's name; grade level; parent's name, address, electronic addresses and phone numbers; academic awards and honors; information in relation to school-sponsored activities, organizations and athletics; and period of attendance in the school.

Upon graduation, transfer, or permanent withdrawal of a student with a disability, special education records and other information contained in the student temporary record that may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or student if the student has succeeded to the rights of the parents. The school will explain to the student and the parent the future usefulness of these records.

Section 504

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act and the Illinois School Code may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (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. Parents seeking information about Section 504 rights and services should contact Dr. Jenny Wojcik, Superintendent at (847) 362-2021 ext. 601.

Surveys of Private Information

The District will only administer surveys requesting personal information from students if the survey advances or relates to the District's educational objectives or assists students' career choices. School officials shall not request nor disclose the identity of any student who completes any survey or evaluation containing one or more of the following topics: (1) political affiliations or beliefs of the student or the student's parent; (2) mental or psychological problems of the student or the student's parent; (3) sex behavior and attitudes; (4) illegal, antisocial, self-incriminating, or demeaning behavior; (5) critical appraisals of family members; (6) privileged relationships, such as those involving lawyers, physicians, and clergy; (7) religious practices, affiliations, or beliefs of the student or student's parent; (8) income (other than as required to determine eligibility for participation in a program or for financial assistance. Parents/guardians may inspect such surveys or evaluations upon request and may refuse to allow their child to participate in the survey or evaluation without penalty.

Suicide and Depression Awareness and Prevention Policy

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's

ability to educate. Suicide and depression awareness and prevention are important Board goals.

The District provides a safe, caring, responsive, and participatory school climate. It promotes social, emotional, behavioral, and academic competencies. It recognizes the importance of parent engagement and early intervention when students need additional mental health supports. Student and parent resources on suicide and depression awareness and prevention, including the school district's policy (Policy 7:290), are posted on Rondout's website and can be obtained from the school office.

Student Drug and Alcohol Policy

Curriculum/Instruction

The School District will maintain and annually review age-appropriate, developmentally based drug and alcohol education and prevention programs for all students in grades K-8. These programs will address the legal, social, and health consequences of drug and alcohol use and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

Counseling and Rehabilitation/Reentry Programs

The district will work in conjunction with local drug and alcohol prevention agencies to provide the necessary remediation programs. This information will be made available to students and parents.

Biennial Review

The school district shall conduct a biennial review of its discipline program to:

- Determine its effectiveness and implement changes to the program if they are needed; and,
- Ensure that the disciplinary standards are consistently enforced.

Gun-Free Schools Policy

The Board of Education shall expel from school for a period of not less than one year any student who is determined to have brought a firearm (as defined by the Gun-Free Schools Act of 1994) to school and/or school property. The Board of Education may, upon recommendation of the Superintendent, reduce the period of expulsion on a case-by-case basis where the reduction is warranted by the best interests of the student and the school community.

Asbestos Management

State law requires inspection for asbestos at all schools in Illinois. Rondout School has been certified as being completely free of friable asbestos. The district has developed a detailed asbestos management plan and follows all state and federal guidelines for monitoring and removing all asbestos containing materials. The management plan is available for public inspection at the district office. A licensed asbestos management

professional conducts regular checks of the facility every six months with comprehensive updates as required by state and federal statutes.

Smoke-Free Buildings and Grounds Policy

School District No. 72 is dedicated to providing a healthy, comfortable, and productive work environment for our employees, staff, students, and visitors. Smoking will be strictly prohibited within the entire building and grounds area, including all school-owned property.

Reporting Child Abuse and Neglect

All staff members must report any suspected child abuse and/or neglect of students to the Illinois Department of Children and Family Services (“DCFS”). DCFS maintains a centralized “Hotline” phone number for this purpose at (800) 252-2873.

Elimination of Programmatic Barriers to School Attendance of Pregnant or Parenting Students

Rondout upholds the statutory requirements of Title IX eliminating programmatic barriers to school attendance of pregnant and parenting students.

Mobile Phones and Smart Phones

Rondout prohibits the use of any mobile phones and smart phones and by any student while the student is in any school building or on any school property, during regular school hours. Exceptions to the above rule may be made by the administration with the approval of the Board of Education.

If any pupil violates this prohibition, the teacher or administration will confiscate the device and the student will be allowed to get it back at the end of the day. The administration will impose appropriate discipline after affording the student his/her due process rights. Repeated violations may result in additional discipline including suspension or expulsion from school.

Education of Homeless Children

Each child who is homeless, as defined by the McKinney-Vento Homeless Assistance Act and Illinois law, has equal access to the same free, appropriate public education as provided to other children. A homeless child may attend school in the District if the child attended school in the District when the child last had a permanent residence, or if the child currently lives within the District's boundaries.

All inquiries for assistance should be directed to the District's Liaison for Homeless Children, Dr. Jenny Wojcik, Superintendent 847-362-2021 extension 601.