

# Parent – Student Handbook



**BERKELEY**  
SCHOOL DISTRICT 87

**2023-2024**

**“EMPOWERING D87 SCHOLARS, EVERY DAY!”**

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# PURPOSE OF HANDBOOK

The Parent-Student Handbook is written as a reference guide to answer questions you may have regarding school policies or procedures. The Parent-Student Handbook is on the District 87 website ([www.berkeley87.org](http://www.berkeley87.org) under Parents Tab) for you to read and review. We ask all parents and students to take the time to review the pages in this handbook. This year, we will be supporting the use of Skyward Family Access and ask that you complete the acknowledgement online. As in the past, all parents are required to acknowledge that they have reviewed the handbook. The District will no longer be printing the Parent-Student Handbook in an effort to go “green” and reduce the cost of printing.

The Parent-Student Handbook is a great resource for parents and students. We encourage parents and students to visit the handbook when a question arises.

Electronically you must acknowledge that you have received information about the location of the 2023-2024 School District 87 Parent-Student Handbook by entering your name and today’s date below.

<b>Steps to Login to Skyward Family Access</b>	
<p style="text-align: center;"><b>Desktop or Laptop</b></p> <ol style="list-style-type: none"><li>1) Navigate to the Berkeley School District Website (<a href="http://www.berkeley87.org">www.berkeley87.org</a>)</li><li>2) Click on “<b>Skyward</b>” under “<b>Quick Links</b>”</li></ol>	<p style="text-align: center;"><b>Mobile App Login</b></p> <ol style="list-style-type: none"><li>1) Download the Skyward App from the <b>iTunes App Store</b> or <b>Google Play Store</b></li><li>2) Locate Berkeley School District 87 (Berkeley, IL)</li><li>3) Type in your Login ID and Password</li></ol>

**Due to changing State mandates and/or Board policies information in this handbook may be changed without prior notice.**

## PHILOSOPHY OF EDUCATION AND ORGANIZATION OF INSTRUCTION

The Board of Education of Berkeley School District 87 is responsible for meeting the challenge of providing a comprehensive educational program in an atmosphere that is open, concerned, and responsive to the needs of its students and the community. To this end, the Board of Education establishes policies that are translated into practices and procedures by the Superintendent and staff to maintain and improve the quality of teaching and learning in School District 87 schools.

The following statements express our beliefs with respect to educating the children in School District 87:

WE BELIEVE that all students have an inherent right to equal educational opportunities that will enable them to reach their highest possible academic, social, physical, and ethical levels of development.

WE BELIEVE in providing children with a positive learning atmosphere in which students experience mutual respect and understanding from peers and adults.

WE BELIEVE every child is capable of intellectual growth and that children learn at their own rate and in their own style.

WE BELIEVE learning is best facilitated when based on the child's individual needs and interests.

WE BELIEVE students must be motivated to want to learn, be taught how to learn, and be helped to apply what they learn,

WE BELIEVE a quality education requires systematic and sustained effort by students, staff, parents, and members of the community.

## MISSION STATEMENT

Ensure D87 Scholars are responsible, complex thinkers who embrace curiosity, diversity, perseverance, and excellence.

DIRECTORIES

Board of Education

E-Mail

Calvin Hightower, President.....chightower@board.berkeley87.org  
 Carlos Chavez, Vice President.....cchavez@board.berkeley87.org  
 Rose Mason, Secretary.....rmason@board.berkeley87.org  
 Peg O’Connel.....poconnell@board.berkeley87.org  
 Dennis Jackson .....djackson@board.berkeley87.org  
 Nancy Mora.....nmora@board.berkeley87.org  
 Cosette Espinoza.....asosa@board.berkeley87.org

District Office

Administration Building.....708/449-3350  
 1200 N. Wolf Road, Berkeley, Illinois 60163-1219

Dr. Dan Sullivan..... Superintendent  
 Mrs. Kelly Zimmerman..... Assistant Superintendent for Curriculum and Instruction  
 Mrs. LaTesh Travis .....Assistant Superintendent for Human Resources  
 Mrs. Laura Vince .....Assistant Superintendent for Business Services/CSBO  
 Dr. Kara Miesanek.....Director of Teaching and Learning  
 Dr. Nicole Spatafore..... Director of Special Education  
 Mrs. Laura Heneghan ..... Director of Special Services  
 Mr. Dale White .....Director of Facilities & Transportation  
 Mr. Marcus Shelton .....Director of Nutritional Services  
 Mrs. Kathleen Kuceba.....Nutritional Services Supervisor  
 Mr. Joseph Byrne..... Director of Educational Technology  
 Mrs. Lizet Flores .....Administrative Assistant to Dr. Sullivan  
 Mrs. Alejandra Turner.....Administrative Assistant to Mrs. Zimmerman  
 Ms. Susan Crowley.....Administrative Assistant to Ms. Spatafore  
 Ms. Betsy Ortiz..... Administrative Assistant to Mrs. Travis  
 TBD ..... Administrative Assistant to Mrs. Vince  
 Mrs. Christy Daniel.....Administrative Assistant to Mr. White  
 Mr. Pawel Pytel.....Payroll Coordinator  
 Mrs. Irene Daciuk..... Accounting Specialist  
 Mrs. Paula Lind..... District Nurse

**SCHOOL**

**PRINCIPAL**

**Jefferson Primary School**.....**Mrs. Paris Branton-May**  
225 - 46th Avenue, Bellwood..... Phone: 708-449-3165  
Mrs. Jennifer Barr, Assistant Principal  
Mrs. Nancy Martinez, Administrative Assistant  
Mrs. Shana Williams, Clerical Aide

**MacArthur Middle School**..... **Mr. Kevin Grochowski**  
1310 Wolf Road, Berkeley.....Phone: 708-449-3185  
Dr. Tasha Thompson-Gray, Assistant Principal  
TBD, Administrative Assistant  
Mr. Fidel Macias, Clerical Aide

**Northlake Middle School**.....**Dr. Sunilkumar Mody**  
202 S. Lakewood Ave., Northlake ..... Phone: 708-449-3195  
Mrs. Krystina Lewis, Assistant Principal  
Mrs. Yesenia Villalobos-Diaz, Administrative Assistant  
Mrs. Daisy Perez, Clerical Aide

**Riley Intermediate School** ..... **Mrs. Maria Hendricks**  
123 S. Wolf Road, Northlake .....Phone: 708-449-3180  
Mr. Stanley Sowa, Assistant Principal  
Mrs. Antonia Santillanes, Administrative Assistant  
Ms. Noemi Diaz, Clerical Aide

**Sunnyside Intermediate School** .....**Ms.Nancy Tortora**  
5412 St. Charles Road, Berkeley ..... Phone: 708-449-3170  
Ms. Sharon Urbaniec, Assistant Principal  
Mrs. Ann Hord, Administrative Assistant  
Mrs. Elena Ochoa, Clerical Aide

**Whittier Primary School**.....**Dr. Tracy Bodenstab**  
338 E. Whitehall, Northlake .....Phone: 708-449-3175  
Ms. Elizabeth Pikes, Assistant Principal  
Ms. Deborah Mitchell, Administrative Assistant  
Mrs.Laura Mata, Clerical Aide



## UNIFORM DRESS POLICY AND REGULATIONS

### STUDENT DRESS

Policy #727.00

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent or his or her designee and included in the Parent-Student Handbook.

Below are guidelines for the new Student Appearance Policy:

- Clothing that promotes drugs, alcohol, tobacco or gang related symbols, or anything related to violence, hate, or racism may not be worn on school or district property at any time. This includes accessories such as backpacks, shoes, jewelry, belts, etc.
- Clothing that features vulgar, obscene, lewd, or offensive language or images may not be worn on school district property at any time. This includes accessories such as backpacks, shoes, jewelry, belts, etc.
- Pants must be worn at the waist or upper hip.
- Skirts, shorts, or dresses must be at least mid-thigh length.
- All shirts must cover shoulders, chest, and midriff.
- All clothing must cover undergarments.
- No pajamas are permitted.
- No headwear is to be worn in the school at any time except in cases where an exemption (religious, medical, etc.) is granted by the building principal or designee. This includes, but is not limited to: hats, bandanas, scarves, earmuffs, sunglasses, or any other head coverings, including hoods.
- For safety reasons, school appropriate shoes must be worn at all times (no heels, flip flops, slippers, Crocs etc.).
- Students must have appropriate gym shoes to wear each day for physical education class.

**Administration reserves the right to determine the safety and appropriateness of student dress while at school or at school-sponsored functions.**

## GENERAL INFORMATION

### **AMERICANS WITH DISABILITIES ACT**

School District 87 is subject to the requirement of the AMERICAN WITH DISABILITIES ACT, Section 504 OF THE REHABILITATION ACT OF 1973, and state antidiscrimination statutes. Individuals with disabilities who plan to attend any School District event and who require reasonable accommodations in order to access and participate in any School District event, or who have questions regarding the accessibility of the School District facilities, are requested to promptly contact the School District's ADA/Section 504 Coordinator at (708) 449-3350.

### **ABSENCE/TARDINESS**

By state law, parents are requested to report their child's absence/tardiness to the school's office, for middle schools by 8:30 am and for primary and intermediate schools by 9:15 am each day. All tardies will be marked on Report Cards. All schools have voicemail operating between the hours of 4:30 pm and 8:00 am which you may call to report an absence.

If there is any reasonable doubt as to whether or not a child should be readmitted to class, the health dept. or principal may request a physician's statement as to the cause for absence. Children who have had a contagious disease, such as measles, whooping cough, or streptococcal infections, must present a doctor's certificate of readmittance.

Any student who arrives at school after the time on the bell schedule below will be considered tardy. Chronic tardiness is considered to be a form of truancy and can result in the same procedures described under the policy on truancy.

### **ADDRESS CHANGES**

Please notify the school's office immediately of changes in address, phone number, emergency phone contact, etc., to avoid problems in reaching you in case of an emergency.

### **ADMISSION OF PUPILS**

Children who will be five years of age on or before September 1st of the school year are eligible for kindergarten. Children who will attain the age of six by September 1st of the school year are eligible for first grade.

Documentation to prove residency must be presented to the district/school prior to enrollment. No student will be enrolled until legal residency has been satisfactorily determined.

A valid birth certificate or other appropriate documentation is required to verify the date of birth of children first entering school. Students transferring from another district must present evidence of their grade placement and evidence of good standing (Also, see section entitled "Physicals/Immunizations").

### **Eligibility of Students**

Individual school attendance boundaries are established by the Board of Education upon the recommendation of the Superintendent. Boundary changes require action of the Board of Education.

Students are to attend the school in the attendance area in which they live unless otherwise assigned to another school by the Superintendent.

Non-resident students are not accepted in School District 87. However, students who become non-residents during a school term may complete the term. If you are planning to move, please discuss your plans with your principal.

### **AFTER SCHOOL ACTIVITIES/CLUBS**

Students in kindergarten through eighth grades will have the opportunity to participate in a variety of academic and non-academic clubs throughout the school year. These are great opportunities for students to learn more about different topics they are interested in, while also supporting their academic achievement.

### **AFTER SCHOOL PROGRAM**

School District 87 in partnership with Memorial Park District offers an After-School Program option for our kindergarten through 5<sup>th</sup> grade students within the District. The program will be held at Jefferson Primary School. This program is run by the park district. All registration, fees and programming are at the discretion of the park district. Contact your school office for information.

### **ALLERGY MANAGEMENT**

All schools in District 87 have emergency epinephrine auto-injectors (EpiPens). Public Act 97-0361 allows schools to voluntarily maintain a supply of EpiPens. A school nurse may administer an EpiPen to any student, in good faith, professionally believes is having an anaphylactic reaction and who does not have an Emergency Action Plan in place.

Parents whose children have known severe allergies, are encouraged to submit an Emergency Action Plan from their healthcare provider to the school nurse.

### **ASBESTOS**

A professional testing service has surveyed the District and found some of the facilities to have asbestos-containing material within the buildings. The asbestos-containing material is in good condition and is monitored regularly. In addition, the District's buildings have been surveyed in compliance with the Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA) guidelines regarding asbestos containing material.

Asbestos management plans are available for inspection in each school office and at the District Office. The plans are available within five days of being requested.

### **ATTENDANCE AND TRUANCY**

Students are expected to attend school on all regularly scheduled school days, as specified by the State of Illinois compulsory school attendance statute. (Please refer to the current school calendar published elsewhere in this booklet for the specific listing of days.)

**Students may be withdrawn from school if they are absent for more than 10 school days without parents or guardians notifying school personnel of the absence and if school officials are unable to contact parents or guardians regarding the absence. See policy 707.00 in the Appendix of this handbook.**

### **ATTENDANCE HOURS**

#### **Primary:**

Breakfast Begins 8:45 a.m.  
Instructional Day Begins 9:00 a.m.  
School Dismissal 3:30 p.m.

#### **Intermediate:**

Breakfast Begins 8:45 a.m.  
Instructional Day Begins 9:00 a.m.  
School Dismissal 3:30 p.m.

#### **Middle Schools:**

Breakfast Begins 8:00 a.m.  
Instructional Day Begins 8:25 a.m.  
School Dismissal 3:05 p.m.

Occasionally changes in this schedule are necessary. Parents are duly notified if such changes occur.

Parents of middle school students are urged to send their children to school so that they arrive no earlier than 8:00 a.m., no earlier than 8:45 a.m. for primary/intermediate school pupils, and no earlier 12:45 p.m. for afternoon kindergarten and pre-kindergarten classes.

If participating in the breakfast program, children should not arrive earlier than 8:00 am for middle schools and 8:45 a.m. for primary and 8:45 a.m. for intermediate schools. The District provides supervision after these times.

#### **Late Pick-Up**

Student safety is the highest priority of School District 87. Therefore, we make every effort to ensure that all students are under appropriate supervision. For that reason, we are concerned about students who are left after dismissal time with no supervision. Parents/guardians are responsible for picking up students during supervised times according to the dismissal schedule outlined above under Attendance Hours.

All Kindergarten and 1<sup>st</sup> grade students need to be picked up by an adult, regardless of mode of transportation. Kindergarten and 1<sup>st</sup> grade students will not be allowed to get off their designated stop unless a parent/guardian is at the bus stop.

The same procedure above applies for students who get picked up for After School Clubs. Failure to comply with these procedures can result in students being dropped from the club.

The school will contact parents/guardians and/or emergency contact if a child has not been picked up within 15 minutes of dismissal time. Chronic late pick-ups, not being picked up within an hour of dismissal or a nurse call(sending home sick) where no emergency contacts are able to be contacted may result in the school calling the Police Department.

### **BOARD OF EDUCATION MEETINGS**

The Board of Education meets on the fourth Monday of each month at 7:00 pm in the Board Room of the Administration Center. Committees of the Board and special meetings may be held at other times, usually on Monday evenings at 7:00 pm, locations as posted, June, July and August Board meetings begin at 6:30 p.m.

Information regarding board meetings and agenda items may be obtained from the Superintendent's Administrative Assistant at 708-449-3356. This information is regularly posted on the District 87's website.

## CELL PHONES AND OTHER ELECTRONIC DEVICES

The possession and use of smartphones, cell phones, and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
2. They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. They may not be used for creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions* or *non-consensual dissemination of private sexual images* as defined in State law, i.e., *sexting*. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student behavior policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

In the investigation of sexting allegations school employees shall **NEVER** transfer or store indecent visual depictions as defined in State law on personal or school cellular or electronic devices to minimize accusations of possession of child pornography. School administrators are to immediately confiscate devices with such material on them and report the incident to law enforcement. School administrators must follow the reporting requirements of all federal and State statutes.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher; e.g., BYOT programs.

Examples of electronic devices that are used as study aids include devices with audio or video recording, iPods®, some cellular telephones, smartphones, laptop computers, and tablet computers or devices, e.g., iPads®.

Examples of electronic devices that are **not** used as study aids include: hand-held electronic games, CD players, MP3 players/iPods® used for a purpose other than a study aid, global positioning systems (GPS), radios, and cellular telephones (with or without cameras) used for a purpose other than a study aid.

The use of technology as educational material in a curriculum-based program is not a necessity but a privilege, and a student does not have an absolute right to use his or her electronic device while at school. Using technology as a study aid must always follow established rules. Using technology at all other times must always follow the established rules for cell phones and other electronic devices at school.

The School District is not responsible for the loss or theft of any electronic device brought to school.

Penalties for violations of the "Cellular Communication/Electronic Device" portion of this Policy are as follows:

- Any student who is first suspected of violating this portion of the Policy may be required, after being informed of the reasons why he or she is suspected of a violation and receiving an opportunity to state his or her version of events, to surrender any material or thing alleged to violate the Policy to school officials and attend a parent conference. At the parent conference, any material or thing surrendered by the student shall be returned to the parent upon request.
- Any student alleged to have violated this portion of the Policy a second or subsequent time shall, upon a finding of such violation be subject to appropriate disciplinary action in accordance with the requirements of Section 10-22.6 of The School Code and Board Policy.

## CROSSING GUARDS

Adult crossing guards are provided at intersections deemed too busy for students to manage. All children are required to cross busy streets only where the crossing guard is providing protection.

## DRUG FREE SCHOOLS

The Board of Education prohibits the use or possession of any over-the-counter or illicit drugs and/or alcohol on school premises or as a part of any school activity. (See policy in the Appendix of this handbook).

### **E-LEARNING DAY**

The goal of District 87's e-learning initiative is to provide students with uninterrupted opportunities for engagement in assignments and activities when a school closure is necessary.

These e-learning days make it possible for school closures to count towards attendance and will not have to be added at the end of the school year.

In the event an e-learning day will take place, all families will be notified via phone and email and ECC as early as possible. Please be sure your contact information is updated in Skyward.

### **EARLY DISMISSAL**

Students will not be excused from class to attend appointments, unless doctor's appointments cannot be made during other than school hours. Such dismissals must be approved by the principal in advance of the appointment.

Students will not be excused during school hours unless they are released to their parents, legal guardian, or other adult specified in writing by the parent. On these occasions, the child is to be picked up by the responsible adult in the principal's office at the appointed time. Parents are requested to sign their child out, giving date and time of dismissal, in the school office.

### **EMERGENCY/SAFETY DRILLS**

Fire and other safety drills are held at regular intervals during the school year to assure protection of the students and staff. Assuring safety for each child allows no time for getting coats or personal belongings. However, care is taken so that uncomfortable exposure does not occur needlessly or for prolonged periods of time as a result of such drills. In case of an emergency, District personnel will follow the District Safety Plan. In the event of an actual safety response, parents will be notified by School Messenger.

### **EMERGENCY CLOSINGS**

In the event of a school closing due to a weather emergency or mechanical failure in a building, notification is given by School Messenger, over local radio and TV stations. A list of stations over which announcements are made will be sent home by your principal, and are listed on District 87's website.

### **EMERGENCY NOTIFICATIONS**

The District is using School Messenger messaging service to send emergency and other messages to all of the families in the District when necessary. The service enables key officials to send personalized messages to all District 87 parents and faculty members via telephone or cell phone, text messaging, e-mail, PDA's and other text receiving devices, and TTY/TDD devices for the hearing and speech impaired.

### **FACILITIES USAGE**

Policies governing the community's use of the schools have been established. Educational programs and school-sponsored activities have priority over outside use. Applications for building use are available in the schools and at the Administration Center or by calling 708-449-3350.

### **FREEDOM OF INFORMATION**

The District, in compliance with the Freedom of Information Act, makes available for public inspection and copying, all records and information as required by law in accordance with the adopted procedures of the District. Procedures for inspecting and copying information are on file in the Administration Center and in the office of each school building.

### **GENDER NONCONFORMING STUDENTS**

Students who identify as transgender, gender nonconforming, or any other gender-expansive identity are ensured equitable treatment in Berkeley 87 Schools.

## **GRADING SCALE**

English Language Arts and Mathematics in grades K-5 will be using Standards Based Grading, using the following scale:

3 = Proficient

2 = Approaching

1 = Not Yet

When a grade of 2 or 1 is assigned at the end of a trimester, parents and students will receive additional feedback to assist them in understanding what the student still needs to do to become proficient in that standard.

All other content areas will use the following grade scale:

A - Excellent

B - Above Average

C - Average

D - Below Average

F - Failure

I – Incomplete

## **BERKELEY'S BEST / HONOR ROLL**

District 87'S criteria for Berkeley's Best eligibility has been established to acknowledge excellence in effort demonstrated by our students.

Honor Cords (8th Grade Only) - Student on Honor Roll (3.0) or Super Honor Roll (3.5) in all four quarters of 8th grade year.

Presidential Academic Fitness Awards - Each year the U.S. Department of Education sets the criteria to be used.

## **GUIDANCE COUNSELORS AND SOCIAL WORKERS**

The primary goal of the school District is to provide for educational growth along with the emotional and social maturity of each student. To achieve that goal, the School District provides a guidance program that assists not only every student, but recognizes that some students are in greater need than others. Guidance counselors are responsible for the School District's guidance program.

School Social Workers help parents, students, and school staff identify needs that interfere with learning and work with students to get the services they need. Social Workers work with general and special education students and their families to resolve social, emotional and behavioral problems.

The classroom teacher serves as a referral source, and augments the guidance program and social workers activities. Other staff members, parents/guardians, and community agencies may work with the teachers, guidance counselors and social workers as a team to serve the needs of the student body.

## **HEALTH SERVICES**

### School Nurses

The school nurse provides care for injuries and acute illness for all students and long-term management of students with special health care needs. Responsibilities include assessment and treatment within the scope of professional nursing practice, communication with parents, referral to physicians, and provision or supervision of prescribed nursing care.

Medications are administered only with a completed Medication Authorization and Permission form. Contact your school nurse for a Medication Authorization and Permission form.

### Health Conditions

Please notify the school nurse of all of your student's health conditions and allergies. Students with chronic health conditions such as asthma, seizures, or severe food allergies should have an Emergency Action Plan from their healthcare provider on file.

### Physical Examination

Illinois state law requires a physical examination prior to entering Illinois schools for the first time, prior to the date of

entering kindergarten or first grade, prior to entering 6th grade, and 9th grade.

#### Dental Examination

Illinois state law requires an oral health examination for children in kindergarten, 2nd and 6th grade.

#### Vision and Hearing Examination

Illinois state law requires an eye examination for any child enrolling in kindergarten or for any student (except preschool) enrolling for the first time in any Illinois school. Per Illinois Department of Public Health, students are screened for vision and hearing at the following grades: Vision: kindergarten, 2nd, and 8th grade; special education students, transfers, and students referred by teachers will also be screened for vision and hearing.

Vision screening is not a substitute for a complete eye examination and vision test by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an eye examination has been administered within the previous 12 months.

Hearing: kindergarten, 1st, 2nd and 3rd grade special education students, transfers, and students referred by teachers will also be screened for vision and hearing.

In School District 87 all students will be administered a vision and hearing examination each year at their school. If you object to your student being screened for vision and hearing, please contact the Principal.

#### Immunizations and Vaccinations

Illinois state law requires proof of up-to-date immunizations for children entering any grade. Required immunizations include: diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, Haemophilus Influenzae Type B (Hib), hepatitis B and varicella.

The district excludes students for health examinations and immunization requirements after the October 15<sup>th</sup> exclusion date of the current school year.

#### Medications

School District 87 provides for the dispensing of medication to students in accordance with federal and state mandates (see complete policy in the Appendix of this handbook). Medications are administered only with a completed Medication Authorization and Permission form. Students are allowed to self-administer and carry asthma medication and anaphylactic medication with the proper documentation.

Information regarding the dispensing of medications is sent to parents at the beginning of the school year, or within fifteen days of enrollment.

#### Safety

Every effort is made to maintain the school environment in a safe, healthy manner. Accident prevention is constantly stressed to the children. Sometimes, however, accidents do occur.

If an accident does occur, the following steps are taken:

1. First aid is given, and, if necessary 911/Emergency Responders are contacted.
2. Parents are notified of accidents via the emergency information on file in each school's office. **It is most important that you complete the emergency information and revise it as needed.**

### **HOMEBOUND INSTRUCTION**

Any child with a health or physical impairment which, in the opinion of a licensed medical practitioner, will cause an absence from school for ten or more consecutive school days, and for whom school personnel determine that such a program can be of educational benefit, shall be eligible for homebound tutoring.

Tutors are available for this purpose at no cost to the parents. Forms used for requesting this service are available in the principal's office, and must be signed by the attending physician.

### **HOMELESSNESS /MCKINNEY-VENTO**

#### Homeless Students

The definition of a homeless student includes, but is not limited to, any of the following:

1. An individual who lacks a fixed, regular, and adequate nighttime place of abode.
2. An individual who has a primary nighttime place of abode that is:
  - A. a supervised publicly or privately-operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
  - B. an institution that provides a temporary residence for individuals intended to be institutionalized; or
  - C. a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.

Dr. Nicole Spatafore, Homeless Liaison  
(708) 449-3350

**The homeless and foster care liaison ensures immediate enrollment and educational stability for homeless children.**

### **HOMEWORK**

Homework is an academic assignment or learning activity that relates to the school curriculum and is to be completed outside of class. Teachers will assign homework on an increasing basis from kindergarten through eighth grade.

In making such assignments teachers will ensure that homework assignments are appropriate in terms of the child's readiness to complete the work independently or to prepare for the next day's lesson. Students should be able to complete assigned homework with little or no parental assistance. Parents may assist by helping their children understand the work and by expecting them to complete their assignments on time.

### **Study Skills**

A parent can help his/her child be aware of skills and techniques which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with all necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify information.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible.

### **INSPECTION OF INSTRUCTIONAL MATERIALS**

Parents or guardians of any student may inspect any instructional materials used in the schools. Those materials include textbooks or teachers' manuals. Call the principal's office for an appointment if you wish to view any of these items.

### **INSTITUTE / IN-SERVICE EARLY DISMISSAL DAYS**

Teachers participate in a variety of training sessions and professional meetings during the school year. On Institute Days, students will not attend school. Students will be dismissed early on In-Service Days. These dates are listed on the District's calendar.

### **INSURANCE**

Student accident insurance is offered on an optional basis, as a service to parents. Specific information on the insurance program is sent home early in each school year.

### **INTERNET POLICY (STUDENTS)**



The Internet Safety Curriculum is taught to all students in grades K-8. Please see Policy #313.00 in Appendix of this handbook.

### **KINDERGARTEN**

District 87 provides full-day kindergarten.

### **PRESCHOOL**

The School District also offers a half-day pre-kindergarten program for eligible three, four-year and five year old children (who are not five by September 1st). The pre-kindergarten program encourages curiosity, creativity, self-confidence, and self-discipline in an effort to prepare all participating students for a successful school experience when they enter kindergarten. Please see the preschool section of the district website for enrollment information.

### **LOST/DAMAGED BOOKS-DEVICES**

Students will be responsible for the replacement of lost or damaged books. Books with missing or damaged pages must be replaced. Books with damage to the cover or spine will be rebound at the rebound fee that is established annually.

Refer to the "1:1 Technology Program Guidebook" for fees associated with damaged, lost, or stolen technology.

### **LOST AND FOUND**

Lost articles are placed in the Lost and Found Box in each school. Students should report losses to their teachers at once. Labeling articles is suggested as a way to assure their prompt return.

### **MEAL PROGRAMS**

All schools offer a breakfast and lunch program. In an effort to continually improve the quality of the menus we offer our students we are raising the bar on the standards of our school meals. Our focus is on more nutritious choices here at school and by providing nutrition education that will help students form healthy habits that last a lifetime!

Bag lunches from home may be substituted. (lunches should not be brought during the school day).

Menus can be found on the District's website at [www.berkeley87.org](http://www.berkeley87.org).

A breakfast or lunch is offered to the students at no cost. Milk and frozen treats are available for purchase at all schools.

Students are expected to behave in an appropriate manner while in the lunchroom. All students are to remain at school for the lunch period.

### **Online Payments**

Parents/Guardians can use their Skyward Family Access account to check their child's balance and/or make a credit card payment.

The District will no longer accept checks from anyone that submits more than one returned check. Associated bank fees for returned checks will be charged to the check writer/payor.

### **MESSAGES**

Messages may be left for teachers with the building administrative assistant or on voice mail. Teachers generally check their voice mail for messages before and after morning and afternoon classes. Emergency messages only will be delivered to the students by the administrative assistant and/or the teacher at the most opportune time.

### **NEWSLETTER**

The School District 87 newsletter is published four times annually, and mailed to all households within boundaries of the District. The purpose of the newsletter is to inform the community about the activities and issues affecting our School District, as well as to highlight the achievement of our staff and students.

### **PARENT ORGANIZATIONS**

#### **Band Boosters**

The Band Boosters is an official organization of parents interested in supporting the instrumental music program. During the year they assist with supervision and sponsorship of musical activities. Information about the Band Boosters may be received by contacting the band director through your school.

### **Parent Teacher Association/Organization – PTA/PTO**

All schools have parent-teacher organizations and parents are encouraged to become actively involved in their activities. Information about your parent-teacher group is available from your principal or from the president/facilitator of your school PTA/PTO.

### **PARENT QUESTIONS AND COMMENTS**

The operation of the District is governed by special laws of the State of Illinois and the federal government. Local school boards adopt policies to enact standards and practices throughout the District.

In addition, the Superintendent develops administrative procedures which are intended to implement board policies or establish standards of operation. Beyond that, each principal is responsible to develop rules and procedures for the proper operation of the school building.

All laws, policies, procedures, rules, and practices related to the operation of this school system are based upon certain principles, rationale, and logic. If the rationale for our operation is not clear, we encourage you to discuss it with the administrator who is in charge of that particular operation.

Parents who have a question or complaint about something in the District are encouraged to discuss it with their principal. Issues arising in the classroom should be discussed with the teacher. If satisfaction is not received, then an appointment with the principal should be requested. If satisfaction is still not received, the Superintendent should be contacted.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are scheduled two times a year to facilitate open communication between parents and teachers regarding students' progress. Refer to the school calendar for specific dates. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time of the year.

### **PESTICIDE APPLICATION NOTICE**

Any parent or guardian of a student may request to receive a written notice before any pesticide, other than an antimicrobial agent such as a disinfectant, or an insecticide or rodenticide bait, is used in a school building or on school grounds. Parents or guardians requesting written notice must submit such request in writing to the Director for Facilities and Transportation. Notice will be given at least two days in advance. Notice may be given to the individual person who requests it or to all parents and guardians through newsletters, bulletins, calendars, or some other general correspondence.

### **PICTURES**

Individual student pictures are taken during the school year and are offered to the parents for purchase on an optional basis. Specific information on photography dates and package options is sent home during the school year.

### **PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires School District 87 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. This right to notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State Law.

These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

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

This requirement also applies to the collection, disclosure or use of student information for certain marketing purposes ("marketing surveys"), and certain physical exams and screenings. The School District will notify parents, within a reasonable period of time of the administration of surveys and activities, notification of surveys and activities and provide parents with the opportunity to opt their child out, as well as an opportunity to review the surveys.

### **Surveys of Public Information**

In accordance with the Protection of Pupil Rights Amendment, students who participate in protected information surveys that are funded in whole or in part by a program of the U.S. Department of Education are not required to divulge in a survey, analysis or evaluation of any of the following information without the prior written consent of their parents or guardians: (1) political affiliations; (2) mental or psychological problems; (3) sex behavior and attitudes; (4) illegal, anti-social, self-incriminating or demeaning behavior; (5) critical appraisals of others with whom students have close family relationships; (6) legally recognized privileged relationships such as those involving lawyers, physicians and clergy; (7) religious practices affiliations, or beliefs of the student or parents; and (8) income (other than as required to determine eligibility for participation in a program or for financial assistance).

Parents will receive notice and an opportunity to opt a student out of:

- (1) Any survey, analysis or evaluation described above, and any other protected information survey, regardless of funding;
- (2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law; and
- (3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents/guardians who wish to opt out of any of the above may do so by completing a copy of the School District's opt out form, which is available at the School District's Administration Office.

Parents may inspect, upon written request to the School District's Superintendent or designee and before administration or use:

- (1) Protected information surveys of students;
- (2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- (3) Instructional material used as part of the educational curriculum.

The School District has developed and adopted a policy on student and family privacy rights, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District directly notifies parents of this policy annually at the start of each school year through this handbook, and after any substantive changes. A copy of this policy is included in the Appendix of this handbook; copies are also available upon submission of a proper written request from the School District's Administration Office. The School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement.

- Collection disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not found in whole or in part by the Department of Education
- Any non-emergency, invasive physical examination or screenings as described above. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## **PUBLICATIONS**

School District 87 is proud of its students and their accomplishments. The District finds value in highlighting students throughout the school year in various ways.

At certain times during the school year your child's name, photograph, video image, and/or school work may be published in the newspaper, District website, yearbook, District newsletter, or other District publications.

If you do not want your child's photograph, video image, or schoolwork to be identified by name in any of the publications below, guardians will have the opportunity to select "No" during the *Skyward New Student Online Registration* process or during the *Skyward Returning Student Registration* process.

- Newspaper
- District Website
- School Photo/Yearbook
- District Newsletter

## **RECESS PERIODS**

When the weather permits (20-90 degrees taking into consideration windchill and heat index), and at the discretion of the building principal, recess periods are held outdoors for children in pre-kindergarten through fifth grade. All children are expected to be outside on these occasions. Students should dress appropriately for the weather. Occasionally, it may be advisable for a child to spend a recess period indoors, especially following an illness. Parents are requested to write their child's principal/teacher a note explaining the situation and requesting that the child be excused from outdoor recess, for one day only. A doctor's note is required if a child is requested to stay in during recess and/or lunch time for more than one day.

## **REPORT CARDS**

Report cards are intended to provide the family with an indication of the progress attained by the student.

Parents may access student grades and attendance online through Skyward Family Access throughout the year. A hard copy of the report card will be sent home with students at the end of the school year.

## **RESIDENCY**

Legal documents are required to verify residency within School District 87. A list of acceptable items may be found on the District's website or at the school offices. By completing the School District 87 residency verification process, you are attesting that your child is not enrolling in the District solely for school purposes and is living on a permanent basis with the person having complete custody and control. Registration of a student who is not a resident is an illegal act. Any student found to be a nonresident will be dropped from the attendance rolls immediately. Parents or guardians who knowingly register a nonresident student will be subject to the payment of retroactive tuition for nonresident students, not to exceed 110% of the per capita cost. A person who knowingly or willfully presents the District any false information regarding the residence of a pupil for the purpose of enabling that pupil to attend any school in this District on a tuition-free basis shall have committed a Class C misdemeanor and shall be prosecuted by the District.

The District may investigate residency status, including a home visit and/or request additional documentation, before allowing enrollment. Enrollment is not complete until residency is verified, and registration is submitted.

## **RETENTION/ACCELERATION GUIDELINES**

School District 87 is dedicated to ensuring that each student is placed at the instructional level that will most benefit that student's academic, social, and emotional growth. The District established as its first strategy in respect to the progress of low-achieving students the provision of remediation within each child's age-appropriate instructional level, and in respect to the progress of academically gifted students, the provision of accelerated learning within each child's age-appropriate instructional level. The District views retention as a last-resort option and will consider the retention of a student only if (1)

the school staff has provided the child with additional academic assistance beyond the regular academic curriculum prior to a decision for retention, (2) the retention is truly in the child’s best interest, and (3) as a part of a retention decision the school staff has developed an individual program for the coming school year which offers instructional strategies and curricular materials different from the child’s previous school year.

**GENERAL RETENTION/ACCELERATION PROCEDURES**

1. The decision to retain or accelerate a child will rest with the building principal. The principal will make the decision in consultation with appropriate staff members, the child's parents, and Central Office Administration.
2. Students will be retained or accelerated no more than once during their K-8 school experience.
3. Parents may appeal retention decisions to the Superintendent of Schools. If parents are not satisfied with the results of their appeal to the Superintendent, they may further appeal to the Board of Education.

**SAFE AND DRUG FREE SCHOOLS AND COMMUNITIES ACT**

The purpose of the Safe and Drug-Free Schools and Community Act is to support programs to meet the seventh National Education Goal by preventing violence in and around schools, by strengthening programs that prevent the illegal use of alcohol, tobacco, and drugs. One week in October is slated as Red Ribbon Week. Red Ribbon Week is designated as a week to provide drug prevention education to children. During this week, each school schedules safe and drug-free activities for students.

Gang activities are strictly prohibited at District 87 facilities and events.

Murder and Violence Offender Against Youth Registry [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

**SCHOOL FEES**

School fees are deliberately kept to a minimum; however, when they are necessary, prompt payment is appreciated. Fees may be waived if the family qualifies financially under the guidelines established for free lunch under the National School Lunch program. All checks for such fees should be made payable to: School District 87.

**Fees for this year are as follows:**

Consumable supplies, all grades .....	\$30.00/yr
Family rate for 2 or more.....	45.00/yr
Band fee .....	45.00/yr
Family rate for 2 or more.....	50.00/yr
Interscholastic sports fee .....	35.00/per sport
Family rate for 2 or more in same sport season .....	40.00/per sport (includes physical exam)

**SEARCH AND SEIZURE**

When reasonable suspicion exists that students have violated the law, local ordinances or District policies or rules, school authorities may search students and inspect and search personal effects including, but not limited to purses, wallets, book bags, backpacks, knapsacks, lunch bags and lunch boxes, containers of any kind, books, notebooks, outer clothing and hats of students, without notice to or the consent of a student.

If a search conducted pursuant to this policy provides evidence that the student has violated or is violating either the law, local ordinance, or the District’s policies or rules, school authorities may seize the evidence and take appropriate disciplinary action in accordance with the requirements of Section 10-22.6 of the School Code and Board Policy. School authorities may also turn over the evidence to local law enforcement authorities. See Appendix for Policy 729.00.

**SEX OFFENDER INFORMATION**

The District, in compliance with the Sex Offender Registration Act, informs parents of students during registration or during parent-teacher conferences that information about sex offenders is available to the public. Specific information may be obtained from the Illinois State Police website ([www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)) or from your local police department upon request.

**SMOKING**

Smoking and the use of tobacco products in any form is strictly forbidden in school or on school premises. Students are neither to carry nor use tobacco and/or electronic cigarette products of any kind.

### **SOCIAL NETWORKING WEBSITE PASSWORDS**

If your child has an account on any social networking website, State law requires the District to notify you that your child may be asked to provide his or her password for these accounts to school officials in certain circumstances. Social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile

within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

District school authorities may require a student or his or her parent/guardian to provide a password or other related account information in order to gain access to his/her account or profile on a social networking website if the school authorities have reasonable cause to believe that the student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Please be aware of the age requirements for social networking websites.

### **STAFF QUALIFICATIONS**

As a parent of a student in School District 87, you have the right to request and receive certain information about the qualifications of your child's classroom teachers. Upon request, you can be provided with information that includes, but is not limited to, the following:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether your student is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive any of this information, please contact Mrs. LaTesh Travis, Assistant Superintendent for Human Resources at (708) 449-3310.

### **STUDENT BEHAVIOR**

Each student has the right to attend school in an environment that is safe, conducive to learning, and which provides ample opportunity to acquire knowledge and skills commensurate with his or her maturity, interest, and abilities. School personnel, parents, and students have the responsibility to develop and maintain an atmosphere that is compatible with this right.

School District 87 has established rules and guidelines governing student behavior. These rules and guidelines encourage positive, constructive, and responsible student behavior and foster an environment conducive to learning.

Behavior that is disruptive of the educational process or infringes upon the rights of others is prohibited.

Parents and students are responsible for reviewing and understanding the rules and responsibilities contained within the policies related to student behavior, including:

- Policy 722.00 Student Behavior
- Policy 722.02 Preventing Bullying, Intimidation, and Harassment
- Policy 723.00 Student Behavior, Personal Rights and Responsibilities
- Policy 724.00 Suspension & Expulsion

Failure to review these policies will not relieve a student or the parent/guardian from being responsible for knowing and complying with them. **See Appendix for policies listed above.**

### **STUDENT RECORDS**

The *Illinois School Student Records Act* ("ISSRA") and the federal *Family Educational Rights and Privacy Act* ("FERPA") grant parents and students certain rights regarding the school student records kept by the District. In summary:

#### Permanent and Temporary Records

The Student Permanent Record consists of the following:

1. Basic identifying information, including students and parent's name and address, birth date and place, and gender
2. Academic transcript, including grades, graduation date and grade level achieved
3. Attendance record
4. Health records
5. Record of release of Permanent Record information

The Temporary Record consists of all information not required to be in the

#### Permanent Record. Right to Inspect Records

A parent has the right to inspect, challenge, and copy student records, except as specifically limited by law and regulations. Such requests must be granted not later than fifteen school days after the date of receipt. If you would like to review your child's records, please submit a written request to the building principal at your child's school.

#### Access to Records

Access to student records shall be limited to parents and other authorized persons, except that:

Information may be released without parental consent in connection with an emergency or in response to a court order, as provided in the regulations.

The records of a student shall be transferred by the Records Custodian of a school to another school in which the student has enrolled or intends to enroll on the request of that school, within ten days of receipt of the request.

The school shall grant access to persons authorized or required by state or federal law to gain such access, as provided in the regulations. The school shall grant access to school student records, without consent, to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Any release of information other than specified above requires the prior specific, dated, written consent of the parent. A record of any release of information shall be made and kept as part of the school student record.

#### Challenge of Records

Parents have the right to challenge or request an amendment to any entry, exclusive of grades, in the school student records of their child on the basis of accuracy, relevance, propriety or otherwise in violation of the ISSRA or FERPA. As provided in the regulations, a hearing may be requested and the District's decision may be appealed. Please write to the Superintendent if you wish to challenge your child's records. A copy of the regulations will be sent to you, and an appropriate hearing will be arranged.

#### Maintenance and Destruction of Records

Permanent Records will be maintained for sixty years. Temporary records will be maintained no longer than five years after the student has transferred, graduated, or otherwise permanently withdrawn from school. Before any school record is destroyed or information is deleted, the parents shall be given reasonable notice and an opportunity to copy the record and information proposed to be destroyed or deleted. After five years, Special Education records may be transferred to the custody of the parents, who shall be advised of the future usefulness of these records.

To obtain Regular Education student records, contact The Facilities Department at (708) 449-3350. To obtain Special Education student records, contact PAEC at (708) 450-2100.



A parent has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland  
Ave. SW Washington DC 20202-5920

### **STUDENT SEX EQUITY, SEX DISCRIMINATION. AND SEXUAL HARASSMENT/INTIMIDATION**

The Board of Education's detailed policy and administrative regulation regarding sex equity, sex discrimination, sexual harassment and sexual intimidation are maintained in the Board Policy Manual. Copies of the policy and administrative regulation in full are available at the Administration Office and all schools.

#### Statement of Policy

School District 87 does not discriminate on the basis of sex, sexual orientation, or gender identity in the provision of programs, activities, services, or benefits, and guarantees both sexes equal access to educational and extracurricular programs and activities. No student shall be subjected to sexual discrimination, harassment, intimidation or bias by any District employee, by other students, or by the effect of any school policy or practice.

"Sex Bias" means the attribution of behaviors, interests, values and/or roles to a person or group of persons on the basis of sex.

"Sexual Harassment" includes student-to-student conduct and student-to-staff conduct as well as staff-to-student conduct and staff-to-staff conduct. It means (1) unwelcome sexual advances, (2) sexual advances to students by staff, whether welcome or unwelcome, (3) requests for sexual favors, and/or (4) other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development;
2. Submission to or rejection of such conduct is used as the basis for employment or education decisions affecting such individual; or
3. Such conduct has a purpose or an effect of unreasonably interfering with an individual's work or educational performance, or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement whether or not such suggestion or demand is accompanied by implied or explicit threats concerning one's grades, educational opportunities, employment status, or similar personal concerns.

"Sexual Intimidation" means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender.

### **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

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

**See appendix for Policy 722.08**



**TEEN DATING**

Policy 722.05 (see appendix for 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.

**TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURE**

Title IX of the 1972 Education Amendments prohibits sex discrimination in the admission and treatment of students by education programs and activities. Inquiries to recipients concerning the application of Title IX and its implementing regulations may be referred to the Title IX coordinator.

**Grievance Procedure**

The Board of Education's detailed grievance procedure is contained in the Board Policy Manual. A copy of the detailed grievance procedure is available at the Administration Office and all schools.

In the event the complaint cannot be resolved informally, the student has a right to a hearing. The student may appeal the hearing decision to the Board of Education, then to the Superintendent of the Educational Service Region, and finally, to the State Superintendent of Education.

All complaints regarding the School District's compliance with Title IX of the Education Amendments of 1972 or the Illinois Sex Equity Rules shall be received and investigated without reprisal by the Board of Education or the Board's employees or agents. No reprisal shall be taken against any person for participating or refusing to participate in the grievance process, provided that if a refusal to participate constitutes insubordination such refusal may be subject to normal disciplinary procedures.

The filing of a complaint under the grievance procedures described herein shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, state, or federal agency or court.

**Disciplinary Action**

Disciplinary action may be taken with respect to any District employee who is found to have committed or participated in an act or acts of sexual harassment or intimidation against a student. Disciplinary action, up to and including expulsion, may be taken with respect to any student of the District who is found to have committed or participated in an act or acts of sexual harassment or intimidation against another student.

**Confidentiality**

The rights to confidentiality, both of the complainant and the accused, will be respected consistent with the School District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

**VALUABLES/PERSONAL POSSESSIONS**

The school administrators and staff cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring important possessions to school, these items can be safeguarded by registering them and leaving them at the principal's office.

**VISITORS TO SCHOOLS**

Parents are welcome to visit our schools. For the protection of our students, parents and visitors must be admitted to the school by ringing the doorbell at the main entrance of each school building. After entering the building, visitors are to report to the school office to sign in and obtain a visitor's pass. For safety, it is suggested that you arrange your visit in advance with teachers or the principal. All schools use the Raptor visitor management system, therefore a photo identification card is needed to enter the school.

**VISITATION RIGHTS FOR PARENTS / GUARDIANS**

As a parent/guardian of a student enrolled in School District 87, Illinois law requires that your employer grant you unpaid

leave up to a total of eight (8) hours (no more than four hours of which may be taken on a single day) to attend school conferences and classroom activities related to your child/ward if you cannot schedule the conferences or classroom activities during non-work hours.

Your employer is not required to grant you such leave unless you have exhausted all accrued vacation and/or personal leave benefits. When such leave is taken, your employer is required to make every reasonable effort to permit you to make up the time taken on a different date. However, you are not required to make up the time taken for such leave. Your employer is not required to schedule make-up time in a manner that would require the payment of your wages on an overtime basis.

The Illinois Department of Labor, in cooperation with the State Superintendent of Education, has prepared a verification of attendance form for the parent or guardian to take to his employer verifying his/her attendance at a conference or meeting. Your school is required to provide such form upon request to parents or guardians who are seeking leave from work under the provisions of this Act.

Should you have any questions about the School Visitation Rights Act, please feel free to call your building principal or the Administration Center.

### **VOLUNTEERS**

The Board of Education values the contribution of volunteers in District Schools and welcomes volunteers in the school buildings. Anyone wishing to be a school volunteer should contact the building principal for the necessary procedures.

### **WATER BOTTLES**

We want students to stay hydrated and able to focus on learning during the day.

Refillable water bottles are allowed during the school day. All water must be in a clear, plastic container. Only plain water will be allowed.

### **WEBSITE - [www.berkeley87.org](http://www.berkeley87.org)**

The purpose of the website is to enhance communication with students, parents/guardians, staff, and community members. The website shall support the District's vision, mission and goals.

### **WORK PERMITS**

Work Permits for students fourteen (14) years of age or older may be obtained from the Principal's Office in each of the middle schools. A note from the prospective employer is needed, along with a copy of the student's birth certificate and Social Security Card, and a certificate of physical fitness signed by the student's physician.

A statement from the building principal may also be required. Work Permits for students younger than age fourteen may be requested from the Office of the Superintendent.

### **TRANSPORTATION GUIDELINES**

All students must follow the District's School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes, but is not limited to:

1. Prohibited student conduct as defined in the Student Behavior policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

### **Student Behavior Procedure**

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. The

Superintendent or authorized designee may suspend a student from riding the school bus for up to ten (10) consecutive school days for engaging in gross disobedience or misconduct. The Board may suspend a student from riding the school bus for a period in excess of ten (10) school days for safety reasons.

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

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

Students are prohibited from tampering with the electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board’s Student Behavior Policy, and shall also reimburse the District for any necessary repairs or replacement.

A suspension from the bus does not relieve the parents of the responsibility to see that their child attends school.

### **SPECIAL SUBJECT ACTIVITIES**

#### Participation in Special Subject/Activity

School District 87 currently offers the special subjects and activities described in this handbook. These special subjects and activities are elective and may require payment of fees, a physical examination and/or proof of medical insurance. On occasion, students may participate in activities away from School District 87 that are part of the subject or activity.

**The Board of Education of School District 87, and District teachers/supervisors/activity sponsors, cannot prevent injuries during a student’s participation in the special subject or activity. District teachers/supervisors/activity sponsors cannot control each and every student at all times, cannot control the conditions present, and cannot be physically present at all times during the special subject or activity.**

Students participating in a special subject or activity must abide by all School District 87 rules and regulations, and all teacher/supervisor/activity sponsor instructions. Parents and guardians must discuss with their children that the School District’s rules and regulations will apply to them during their participation in a special subject or activity, and that their children must follow the instructions of all teacher/supervisor/activity sponsor instructions during their participation in a special subject or activity.

Parents and guardians who permit their child to participate in a special subject or activity (1) accept full and complete responsibility and liability for the participation of their child in the special subject or activity, including responsibility and liability for any injury to or by their child, and (2) agree to indemnify and hold harmless the Board of Education of School District 87, Cook County, Illinois, its board members, employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries, including reasonable attorneys’ fees and costs expended in defense thereof, which are incurred, arise out of, or result in any way from their child’s participation in the special subject or activity, including the transportation provided for the special subject or activity.

### **Art**

Art instruction is provided for all students in grades kindergarten through eight. The program provides for the continued growth of the individual through grade appropriate activities and projects. During the course students will study various techniques and methods used to express oneself. Students’ work will be displayed in the building and in other locations to further the child’s self-esteem.

### **Assessments**

The following achievement assessments are administered in Pre-kindergarten through eighth grade:

English	Proficiency Screener: WIDA MODEL; 1 <sup>st</sup> – 8 <sup>th</sup> , Kindergarten MODEL for K
Pre-K:	Dial 4, Creative Curriculum Gold, IPT
Kindergarten:	KIDS (Kindergarten Individual Development Survey), NWEA MAP
Bilingual K-2:	STAR Early Literacy, STAR Reading, and STAR Math

Grades K-2:	NWEA Reading Fluency
Grades K-8:	NWEA MAP Reading and Math
Grades K-8:	iReady Math Diagnostic Assessment
Grades 2-8:	CoGat (measure thinking skills and reasoning ability) for Challenge Identification
Grades 3-8:	Illinois Assessment of Readiness in ELA and Math
Grades 5 & 8:	Illinois Science Assessment
Grades PK-8:	STAR Reading, Math and Early Literacy for Progress Monitoring ACCESS for English Language Learners to Measure English Proficiency

Grades K – 8 receiving Special Education Services: STAR Early Literacy, STAR Reading, and STAR Math

The purpose of the assessment program is to plan for instruction, and support individual needs in order to improve student achievement.

### **Band**

The instrumental music program provides opportunity for the development of a student's instrumental musical ability, performance, and enjoyment. A summer program is offered on a self-supporting basis. Students in grades four through eight may enroll in the band program. Information about the fee structure is available from the principals.

### **Field Trips**

Field trips are planned as enrichment activities to the regular educational program. These events are scheduled in advance and parents are informed and must approve of the child's involvement on such trips. Volunteers are welcomed as supervisors when supervisors are needed. Parents interested in accompanying classes on field trips should contact the building principal for the necessary procedure. The principal may restrict students whose behavior is inappropriate in school or on previous trips from attending future trips. Field Trip Itineraries are planned. However, the actual activities are planned and presented by the Field Trip destination.

### **Field Trips - Disclaimer of Liability**

Students may sometimes participate in activities away from School District 87, commonly known as "field trips". Some field trips are offered as part of the School District's educational program or activities. On occasion, trips are sponsored and operated by parties that are completely independent of the School District; some of these trips will use School District teachers or employees, hired separately by the party that is sponsoring and operating the trip, as chaperons or supervisors. These trips are not considered part of the School District's educational programs or activities, and are not sponsored or operated by the School District.

**The Board of Education of School District 87 cannot and does not assume responsibility for the safety and welfare of students while engaged in any field trip, regardless of whether the trip is sponsored or operated by the School District. The Board of Education of Berkeley School District 87 cannot prevent injuries during field trips. Chaperones cannot control each and every student at all times, cannot control the conditions present, and cannot be physically present at all times during the field trip.**

By permitting their child to participate in a field trip that is sponsored or operated by the School District, his/her parent or guardian understands and agrees that their child must abide by all School District rules and regulations, and chaperon instructions, on the field trip. Parents and guardians must discuss with their children that the School District's rules and regulations will apply to them during the field trip, and that their children must follow the instructions of the School District chaperones during the field trip.

Parents and guardians who permit their child to go on any field trip, regardless of whether it is sponsored or operated by the School District (1) accept full and complete responsibility and liability for the participation of their child in the field trip, including responsibility and liability for any injury to their child or caused by their child, and (2) agree to indemnify and hold harmless the Board of Education of School District 87, Cook County, Illinois, its board members, employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries, including reasonable attorneys' fees and costs expended in defense thereof, which are incurred, arise out of, or result in any way from their child's participation in the field trip, including the transportation provided for the field trip.

### **Gifted and Talented Education Program (GATE)**

Gifted and talented students and those with high abilities need gifted education programs that will challenge them in regular classroom settings and enrichment and accelerated programs to enable them to make continuous progress in

school. High achieving students are those students who, according to standardized test scores, rank at or above the 90th percentile in the fundamental learning areas of math, language arts, and thinking skills.

The GATE Program is provided for high-achieving and truly gifted learners at third - eighth grade levels. To meet the needs of these students, classroom teachers use different learning materials and compact or otherwise modify the curriculum. Teachers also enrich the learning program for high-achieving students by planning special projects and alternative assignments. The District's Gifted Learner Specialist works with classroom teachers to assist them in providing appropriate learning experiences for gifted and talented students and to monitor their progress; she also meets with these students on a weekly basis to provide direct instruction.

### **Health**

Health education is provided for all students in grades one through grade eight. The program addresses all aspects of wellness, body systems, safety, and substance abuse awareness.

### **Intramural/Interscholastic Sports**

Students may participate in the intramural or interscholastic athletic programs only if permission in writing is given by parents or legal guardians. A completed physical examination form must be turned in to the Principal's Office for interscholastic athletics only. Student athletes and their parents must also sign the Student-Athlete Contract, a copy of which is found at the end of this handbook.

Students who qualify for the Interscholastic Girls' and Boys' basketball and volleyball teams or the cheerleading squad will be required to pay the interscholastic fee after the teams are selected. Students qualifying for interscholastic sports and cheerleading must show proof of medical insurance before being allowed to participate.

### **Learning Centers**

Learning Centers are available in all the school buildings. The library service to the children includes instruction on the use of the library, research, additional resource material, and recreational reading. An opportunity to check out and return books is provided on a regular basis. The public libraries in the area make every effort to cooperate with public school pupils. Encourage your child to make use of these facilities.

### **Music**

General music for all students is provided on a regularly scheduled basis. This course includes listening, singing, movement, harmony, history, form, creative expression, and performance.

### **Physical Education**

As required by law, physical education classes are offered to all students in grades kindergarten through eight.

To avoid possible injury to any student and to comply with the District #87 student Uniform Dress Code, no jewelry, earrings, etc., will be allowed to be worn during physical education classes.

Gym shoes are required of all children to provide them with safe footing and to protect our gym floors. Uniforms are worn in middle schools. Parents should place identification marks on all gym shoes and uniforms.

### **Special Education (PAEC) Proviso Area for Exceptional Children**

School District 87 is part of a cooperative: the Proviso Area for Exceptional Children. Children between the ages of three and twenty-one in need of special services will be evaluated and provided for in accordance with state and federal regulations (Law 94-142). All students newly enrolled in District 87 may receive a speech and language screening as required by State special education regulations (23 Illinois Administrative Code 226.510)

### **STEM**

STEM stands for *science, technology, engineering, and math*. STEM curriculum blends those subjects in order to teach

21st-century skills, or tools students need to have if they wish to succeed in the workplace of the future.

### **Technology**

Students in grades kindergarten-eighth grade have access to technology to enhance their learning. Berkeley School District believes that students with a deep understanding of technology are better prepared for future success. When using District technology and the District's networks, students must comply with requirements of our Board Policy 313 ***Permissible Use of District Technology***, Policy Proc. #313.00 P-1 ***Acceptable Use of Electronic Networks***, and the ***1:1 Technology Program Guidebook***.

# APPENDIX

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

1. Title II of the *Americans with Disabilities Act*;
2. Title IX of the *Education Amendments of 1972*, excluding Title IX sexual harassment complaints governed by policy 233.03, *Title IX Sexual Harassment Grievance Procedure*;
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 prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a), Illinois Human Rights Act, 775 ILCS 5/, and Title VII of the Civil Rights Act of 1964, 42 USC § 2000e *et seq.* (Title IX sexual harassment complaints are addressed under policy 233.03, *Title IX Sexual Harassment Grievance Procedure*);
7. Bullying, 105 ILCS 5/27-23.7;
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, and/or 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/;
16. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 (P.A. 100-29).

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

#### Right to Pursue Other Remedies Not Impaired

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

#### Deadlines

All deadlines under this 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 any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For bullying and cyber-bullying, the Complaint Manager shall process and revise the complaint according to Board policy 722.02, *Preventing Bullying, Intimidation and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 511.00 *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

#### 2. Investigation

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

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her



findings with the Superintendent. The Complaint Manager may request an extension of time. The Superintendent will keep the Board informed of all complaints.

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

### 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 and the accused by U.S. mail, first class, as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of the evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

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

This 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.

### 4. Appointing Nondiscrimination Coordinator and Complaint Managers

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

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

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

#### **Nondiscrimination Coordinator:**

Mr. Joe Bryne  
1200 N. Wolf Road  
Northlake, IL 60163  
708-449-3350  
jbryne@berkeley87.org

#### **Complaint Managers:**

Mrs. LaTesh Travis  
1200 N. Wolf Road  
Berkeley, IL 60163-1219  
(708) 449-3350  
ltravis@berkeley87.org

Mr. Joe Bryne  
1200 N. Wolf Road  
Berkeley, IL 60163-1219  
(708) 449-3350  
jbryne@berkeley87.org

LEGAL REF.: *Age Discrimination in Employment Act*, 29 U.S.C. §621 *et seq.*  
*Americans With Disabilities Act*, 42 U.S.C. §12101 *et seq.*  
*Equal Employment Opportunities Act* (Title VII of the *Civil Rights Act*), 42 U.S.C. §2000e *et seq.*

*Equal Pay Act*, 29 U.S.C. §206(d).  
*Genetic Information Nondiscrimination Act*, 42 U.S.C. §2000ff *et seq.*  
*Immigration Reform and Control Act*, 8 U.S.C. §1324a *et seq.*  
*McKinney Homeless Assistance Act*, 42 U.S.C. §11431 *et seq.*  
*Rehabilitation Act of 1973*, 29 U.S.C. §791 *et seq.*  
Title VI of the *Civil Rights Act*, 42 U.S.C. §2000d *et seq.*  
Title IX of the *Education Amendments*, 20 U.S.C. §1681 *et seq.*  
*Equal Pay Act of 2003*, 820 ILCS 112/  
*Employee Credit Privacy Act*, 820 ILCS 70/  
*Victims' Economic Security and Safety Act*, 820 ILCS 180, 56 Ill. Admin. Code Part 280.  
*Illinois Genetic Information Privacy Act*, 410 ILCS 513/,

775 ILCS 5/1-101.

105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7 and 45/1-15.

Illinois Genetic Information Privacy Act, 410 ILCS 513

Illinois Whistleblower Act, 740 ILCS 174/.

Illinois Human Rights Act, 775 ILCS 5/.

23 Ill. Admin. Code §§1.240 and 200-40.

Policy Revised: 08/31/20

**TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURE****POLICY # 233.03**

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following: A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

1. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
2. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30). Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from 34 C.F.R. §106.30

*Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

*Education program or activity* includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

*Formal Title IX Sexual Harassment Complaint* means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

*Respondent* means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

*Supportive measures* mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 613.00, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. 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 611.01, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

**Title IX Coordinator:**

Mr. Joe Bryne

Name

1200 N. Wolf Rd.

Address

Berkeley, IL 60163-1219

Email

(708) 449-3350

Telephone

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 233.02, *Uniform Grievance Procedure*; 511.00, *Workplace Harassment Prohibited*; 523.00, *Abused and Neglected Child Reporting*; 506.03, *Employee Ethics; Conduct; and Conflict of Interest*; 701.00, *Harassment of Students Prohibited*; 722.02, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 722.05, *Teen Dating Violence Prohibited*; and 722.00, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

#### Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
  - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
  - b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

#### Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

#### Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 233.02, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 *et seq.*, Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

*Davis v. Monroe County Bd. of Educ.*, 526 U.S. 629 (1999).

*Gebser v. Lago Vista Independent Sch. Dist.*, 524 U.S. 274 (1998).

Policy Adopted: 08/31/20

Electronic networks, including the internet, are a part of the District's instructional program. Use of the District's electronic network allows students and staff potential access to electronic mail communication and other forms of electronic communication; to information via the World-Wide Web and other information networks; and to various research sources. The District's network is part of the District 87 curriculum and is not a public forum for general use. Employees shall not load onto the District's electronic network or Internet any student work by which the student may reasonably be identified or District 87 work product (as defined in administrative procedures) without prior approval of the originator, his/her designee, or a school administrator.

The Board of Education denies any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the District's electronic network. Further, the Board denies responsibility for any information or data that may be lost, damaged, altered or unavailable when using District technology or the District's electronic network. Employees and students shall be solely responsible for any unauthorized charges or fees resulting from their access to the Internet.

Authorized use of the School District's electronic network and the Internet shall be governed by administrative procedures developed by the Superintendent.

#### A. General

1. Authorized personnel may use District-owned or leased technology (e.g., computers, laptops, tablets, smartphones, and other similar electronic devices) to access the District's electronic network and the Internet for activities related to the school curriculum and co-curricular activities sponsored by the District, for research consistent with the District's educational objectives, and for other administrative tasks. Students may use District technology for activities related to the school curriculum, co-curricular activities sponsored by the District, and for research consistent with the District's educational objectives.
2. Personnel shall not load onto the District's electronic network or Internet District 87 work product without prior approval from the originator, his/her designee, or a school administrator. Students shall not load District 87 work product onto the District's electronic network or Internet without prior approval from a teacher or school administrator. Examples of materials constituting District 87 work product include, but are not limited to: District 87 curriculum, District 87 test or examination materials, Department Guidelines and/or Procedures, Parent/Student Handbooks, Personnel Handbooks, District 87 publications and brochures, school newspaper, school yearbook, District 87 policies and administrative regulations/procedures, and information published on the District's Web site.
3. Personnel shall at all times maintain the confidentiality of student information regardless of how the information is transmitted or received. Additionally, confidential student information should not be loaded onto the District's electronic network where unauthorized access to such information may be obtained. Student work by which the student may reasonably be identified shall not be loaded into the District's electronic network or "published" on the Internet without prior written consent from the originator, his/her designee, or a school administrator.
4. As a condition of being allowed access to the Internet and the District's electronic communications through use of District technology, personnel and students shall consent to monitoring and inspection by school administration of personnel and students use of District technology including any and all electronic communications made or attempted to be made or received by personnel or students and all materials accessed, uploaded, installed, downloaded or transmitted by personnel and students.
5. Students and staff should have no expectation that any information transmitted on the District's electronic network or stored on District 87 technology is or will remain private.
6. Personnel and students shall not install, upload, or download software without school authorization.
7. Personnel and students shall not use District technology for any illegal activities, including, but not limited to "hacking", copyright and license violations, and unauthorized access to or unauthorized use of databases.
8. Because it is impractical for the District to monitor its electronic network or District's technology for improper or illegal activity at all times, employees and students shall be solely responsible for any improper or illegal activity and/or transaction resulting from their use of same. The School District does not condone, authorize, or approve of use of its electronic network or District technology for any activity which is not related to the school curriculum or co-curricular activities sponsored by the District.
9. Personnel and students shall not use the District's electronic network or District technology for personal financial or commercial gain.
10. Use of the District's electronic communication systems, network, and access to and use of the Internet on District technology is a privilege, not a right. Staff members and students who abuse the privilege by engaging in the conduct prohibited in these procedures may lose the privilege and may be denied access to the network, Internet, and/or the District's electronic mail communication.

#### B. Internet Safety and Appropriate Online Behavior

1. As required by federal law and Board policy, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response.
2. Technology and the Internet is constantly changing and evolving. Due to the complexities of technology and the Internet, it is impossible to control access to all content, and a user may encounter inappropriate material. The District shall use its best efforts to ensure that technology protection measures are in place for District technology that connects to the District's electronic network.

This includes but is not limited to device(s) that block or filter Internet access to visual depictions that are obscene, pornographic, child pornography, or harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such device(s).

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

- a. Staff supervision of student access to online electronic networks,
- b. Student access to inappropriate matter as well as restricting access to harmful materials,
- c. Student and staff privacy, safety, and security when using electronic communications,
- d. Unauthorized access, including "hacking" and other unlawful activities, and
- e. Unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

**C. Use of Electronic Communication**

1. The District's electronic network and electronic communication systems shall be used for educational or work purposes only. Personnel and students shall not be allowed to use the District's electronic network or electronic communication systems for anonymous messages or communications unrelated to the school program. Personnel and students shall not use the District's electronic network or electronic communication systems to create, communicate, repeat, or otherwise convey any message or information which is illegal, indecent, obscene, harmful to minors, defamatory, likely to constitute harassment of another staff member, student, or any other individual, likely to cause disruption in the schools, or is otherwise inconsistent with the District's curriculum and educational mission.
2. Staff members and students shall respect the privacy rights of others and shall not attempt to access any electronic communications not directed to them or intended to be received by them.

**D. Consequences of Improper or Prohibited Use of District Electronic Network or District Technology**

1. Improper or prohibited use of the District's electronic network or District technology by District personnel will result in discipline up to and including dismissal. Criminal conduct will be referred to law enforcement authorities.
2. Improper or prohibited use of the District's electronic network or District technology by students will result in discipline up to and including expulsion. Criminal conduct will be referred to law enforcement authorities.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777  
 Children's Internet Protection Act, 47 U.S.C. §254(h) and (l) Enhancing Education Through  
 Technology Act, 20 U.S.C §6751 et seq. 47 C.F.R. Part 54, Subpart F  
 Universal Service Support for Schools and Libraries 720 ILCS 135/0.01

Policy Revised: 05/18/15

**NOTIFICATION TO PARENTS/GUARDIANS REGARDING ELECTRONIC NETWORK ACCESS**

Berkeley School District 87 is pleased to offer students access to the Internet and other electronic communication systems as an integral component of their education. However, students need to follow procedures established as part of the District’s acceptable use policy. Individual students are responsible for their online behavior and communications. Students are expected to comply with District standards at all times. Supervisors and network administrators may review all files and online communications to maintain system integrity and ensure that students are acting in a responsible manner. Students and their parents/guardians should not expect that any information located in an online District 87 issued account, transmitted on a District 87 electronic network, or stored on District 87 technology is or will remain private.

All use of the Internet shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any student to follow the terms of the District’s Acceptable Use of Electronic Networks policy or procedures may result in the student’s loss of privileges, disciplinary action against the student, and/or appropriate legal action against the student and the student’s parents/guardians.

**Notification to Parents/Guardians regarding 1:1 Technology Program  
Responsible Use and Conduct Agreement**



\_\_\_\_\_  
Student First Name (Please Print)

\_\_\_\_\_  
Student Last Name (Please Print)

\_\_\_\_\_  
Student School

\_\_\_\_\_  
Student Grade

**To be read and signed by the student’s parent/guardian:**

**Dear Parents/Guardians:**

Our School District provides students with Chromebooks to participate in a curriculum-based 1:1 District Technology Program. The violation of any laws or Board policies while participating in the program may result in the loss of your child’s privilege to participate in the program. Remember that you are legally responsible for your child’s actions.

If a Chromebook has technical difficulties: (1) another District-owned Chromebook may be provided, if available, or (2) students may be asked to partner with another student who has a functioning Chromebook during a lesson. The District will also expect you and your child to keep the Chromebook free from viruses, malware, and/or any other harmful programs that could damage the Chromebook or District’s electronic network. Finally, all Chromebooks issued pursuant to this program are District-owned, and students accordingly have no right or expectation of privacy to such Chromebook or its contents.

**1:1 District Technology Program Notification**

I have read this **Notification to Parents/Guardians regarding 1:1 Technology Program** document. I understand the program is designed for educational purposes.

I will hold harmless the District, its employees, agents, and Board members, for any harm caused by materials or software obtained via the District’s network and compliance with federal law(s) (the Children’s Internet Protection Act (CIPA) requirements).

I have previously signed the **Notification to Parents/Guardians regarding Electronic Network Access** form. I have also read the **1:1 Technology Program Guidebook** and discussed it with my child.

I understand that my child and I share the responsibility for technical support, providing a properly charged Chromebook, and keeping the Chromebook free from viruses, malware and/or any other harmful programs that could infect or harm the Chromebook or District’s electronic network.

In fulfilling the duties of a Board of Education it is recognized that there are situations in which a parent or guardian cannot pay for books and fees in order to send their children to school.

In recognition of this problem, the Board of Education will waive book and fee costs, when requested by the responsible parent or guardian, if the family qualifies financially under the guidelines established for free lunch under the National School Lunch program, as promulgated by the Illinois State Board of Education. The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s). The Superintendent or his/her designee may also waive fees where there is a very significant loss of income due to severe illness or injury in the family or unusual expenses such as fire, flood or storm damage.

When using a District established or other independent verification process, the Superintendent or designee may not require verification more often than every 60 calendar days. The Superintendent or designee shall not use any information from any independent verification process to determine free lunch or breakfast eligibility pursuant to The National School Lunch Act.

For the purposes of this policy "school fees" or "fees" mean any monetary charge collected by the District from a student or the parents or guardian of a student as a prerequisite for the student's participation in any curricular or extracurricular program of the District. The District does not impose a "fee" when it requires that a student provide his or her own ordinary supplies or materials (e.g., pencil, paper, notebooks, gym uniforms), which are necessary to participate in any curricular or extracurricular program.

"School fees" include, but are not limited to, the following:

- A. All charges for required textbooks, including instructional materials, laboratory fees, and workbooks.
- B. All charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment).
- C. Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extracurricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education or the sciences.)
- D. Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.
- E. Charges to participate in an extracurricular activity.
- F. Charges for supplies required for a particular class (e.g., shop or home management materials; laboratory, art, or computer supplies.)
- G. Graduation fees (e.g., caps, gowns).
- H. School records fees.
- I. School health services fees.

"School fees" do not include:

- A. Library fines and other charges made for the loss, misuse, or destruction of school property.
- B. Charges for the purchase of class rings, yearbooks, pictures, diploma covers or similar items.
- C. Charges for optional travel undertaken by a school club or group of students outside of school hours (e.g., a trip to Spain by the Spanish Club, or a class trip).
- D. Charges for admission to school dances, athletic events or other social events.
- E. Optional community service programs for which fees are charged (e.g., preschool, before- and after-school child care, recreation programs).

The first bill or notice sent to parents who owe fees shall state:

- A. The District waives fees for persons unable to afford them, in accordance with its policy; and
- B. The procedure for applying for a fee waiver, or the name, address, and telephone number of the person to contact for information concerning a fee waiver.

In order to assure that families are given a fair, adequate consideration of their eligibility for waiver of fees under this policy, an appeal process will be established.

The Assistant Superintendent for Business Services will be the District official responsible for reviewing the income data supplied (on forms available for this purpose) to qualify for the program. The data may be verified during the school year to determine if the family's income status has changed. Anyone failing to supply the data as requested will be terminated from the program and requested to pay for books and fees.



If the application is denied by the Assistant Superintendent for Business Services, written notice of the same, including the reasons therefore, shall be given to the family within thirty (30) calendar days of the application.

If an application for assistance is denied, the family may appeal to the Superintendent of the District. A response will be made to any data the family may wish to supply to support their appeal, within thirty (30) calendar days. The response shall include the reasons for the denial.

No fee shall be collected from any parent who is seeking a fee waiver in accordance with this policy until the District has acted on the individual request or appeal (if any is made), and the parents have been notified of its decision.

Parents and guardians will be notified, annually, that this program is available, including the criteria and other circumstances under which the District waives fees and the fees subject to waiver.

No discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents or guardians are unable to purchase required textbooks or instructional materials or to pay required fees.

Legal Reference: 105 ILCS 5/2-3.96; 5/10-20.13;  
23 Ill.Admin.Code, Sec. 1.245 et seq.  
105 ILCS 5/27-24.2  
105 ILCS 5/28-19.2

Policy Revised 08/26/13

It is the policy of the Board of Education of School District 87 that no otherwise qualified individual shall, by reason of the individual's disability, be excluded or otherwise denied opportunity for participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Board. It is the further policy of this Board that students with disabilities who are residents of School District 87 will be provided a free appropriate public education regardless of the nature or severity of the student's disability.

As used in this policy and any implementing regulations, the term "disability" means an individual who has a physical or mental impairment that substantially limits one or more of the individual's major life activities. The term also includes individuals who have a record of such impairment or who are regarded as having such impairment. Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Notice of the Board's policy of nondiscrimination on the basis of disability shall be included in the Board Policy Manual, posted throughout the District, and published in any District statement regarding the availability of employment opportunities, educational services, or Board-sponsored programs.

#### **Employment**

Neither the Board nor its employees or agents shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, or privileges of employment.

Applicants for employment by the Board shall not be required to undergo a physical examination prior to an offer of employment by the Board. During the application process neither the Board nor its employees or agents shall make inquiries of an applicant as to whether such person is an individual with a disability or as to the nature or severity of his/her disability, unless such inquiry is related to the applicant's ability to perform essential job-related functions. The Board is committed to making reasonable efforts to accommodate individuals with disabilities. Such reasonable accommodations may include, but are not limited to, one or more of the following: job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

#### **Program Accessibility**

The instructional program of School District 87 and the activities sponsored by the Board of Education in conjunction with the instructional program shall be operated in such a manner that such programs and activities, when viewed in their entirety and to the maximum extent feasible, shall be readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.

School District 87 will attempt to provide barrier-free access to each service, program, website, or activity operated in existing school facilities with the objective that no individual with a disability is to be denied an opportunity to participate in a School District 87 program that is available to non-disabled persons. In some instances, this may require the individual with a disability to travel to or attend an accessible School District 87 facility other than the facility closest to the person's residence.

#### **Educational Services**

In providing educational services to students with identified disabilities, School District 87 will reasonably accommodate the student's individual educational needs. Such accommodation may include, but is not limited to, the provision of regular or special education and related aids and services. Students will be placed in the regular education environment unless it is demonstrated that the education of the student in the regular education environment with the use of supplementary aids and services cannot be achieved satisfactorily.

School District 87 provides nonacademic and extracurricular services and activities that offer students with disabilities the opportunity to participate with non-disabled students in such activities to the maximum extent appropriate to the needs of the student with disabilities.

#### **Enforcement**

The Assistant Superintendent for Business Services is designated as School District 87 Coordinator for the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

The Board shall establish grievance procedures to address complaints under (1) the Americans With Disabilities Act and the employment and program accessibility provisions of the Section 504 regulations at 34 C.F.R. Subparts B and C, and (2) the Section 504 provisions set forth in 34 C.F.R. Subpart D with respect to identification evaluation, and educational placement of students with disabilities. The ADA/504 Coordinator shall provide the complainant with a copy of the grievance procedures which are appropriate to the nature of the complaint.

Complaints with respect to the provisions of either of these statutes or this policy shall be directed to the Coordinator for prompt investigation and equitable resolution. Any person wishing to submit complaints should submit a written statement to the ADA/Section 504 Coordinator. The written statement should set forth the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. If a person who is unable to write wishes to file a statement, assistance may be obtained by calling the ADA/Section 504 Coordinator at 708/547-3050. All such written statements should be submitted within thirty (30) days after the incident or act which gives rise to the complaint.

The ADA/Section 504 Coordinator shall immediately refer any complaint which relates to the District's identification, evaluation, or educational placement of students who, because of disability, receive or may require special instruction or related services, to the Assistant Superintendent for processing. The Coordinator shall promptly investigate all other complaints under the ADA and/or Section 504.

The Coordinator shall make all reasonable efforts, including but not limited to convening a conference with the complainant to discuss the complaint and the results of the investigation, to resolve the matter informally. In the event that the matter cannot be resolved informally within the (10) business days after receipt of the written complaint, the Coordinator will advise the complainant of his or her right to a hearing as set forth in the Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

All complaints regarding School District compliance with the Americans with Disabilities Act of 1990 and/or Section 504 of the Rehabilitation Act of 1973 shall be received and investigated without reprisal by the Board of Education or the Board's employees or agents,

The filing of a complaint under the procedures described above shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, State, or federal agency or court.

### Evaluation and Compliance

The Board of Education directs the Superintendent to evaluate the School District's programs and practices with respect to nondiscrimination, in accordance with existing law and this policy. The Superintendent shall report the results of this evaluation to the Board.

### **GRIEVANCE PROCEDURE FOR COMPLAINTS FILED UNDER THE AMERICANS WITH DISABILITIES ACT OF 1990 AND THE EMPLOYMENT AND PROGRAM ACCESSIBILITY PROVISIONS OF SECTION 504 OF THE REHABILITATION ACT OF 1973**

Any individual who believes that he or she has been subjected to discrimination by School District 87 on the basis of disability in violation of the Americans with Disabilities Act ("ADA") Section 504 of the Rehabilitation Act of 1973 ("Section 504"), or their respective implementing regulations, may submit a complaint to School District 87's ADA/504 Coordinator (Assistant Superintendent for Business Services) at 1200 N. Wolf Road, Berkeley, IL 60163 in accordance with the following grievance procedures:

#### **COMPLAINT**

1. Any person wishing to submit a complaint (i.e., the "grievant") must submit a written statement to the School District 87 ADA/504 Coordinator. The written statement should state the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. If a person who is unable to write wishes to file a statement, assistance may be obtained by calling the ADA/504 Coordinator at 708/449-3350. All such written statements should be submitted within thirty (30) days after the incident or act which gives rise to the complaint, unless the time for submission is extended by the ADA/504 Coordinator because the grievance has shown good cause for such an extension.
2. The ADA/504 Coordinator shall promptly investigate the complaint. The Coordinator shall make all reasonable efforts, including but not limited to convening a conference with the grievant to discuss the complaint and the results of the investigation, to resolve the matter informally.

#### **HEARING**

3. In the event the complaint cannot be resolved informally, the Coordinator will advise the grievant of his/her right to a hearing and the following additional procedures:
  - a. The grievant's request for a hearing must be in writing. If a grievant is unable to write and no designated agent is available, the grievant can receive assistance in filing his/her hearing request by contacting the Coordinator. A copy of the original complaint shall be attached to the hearing request.
  - b. Within ten (10) business days (defined as days when the School District 87 Administration Office is open) of the Coordinator's receipt of the written request for a hearing, the Coordinator will convene an informal hearing, at which time both the grievant and the administrator responsible for the disputed action may present testimony and documents relevant to the complaint. Witnesses may be called and cross-examined by each party.
  - c. Detailed minutes of the hearing shall be made and kept; a copy of the minutes shall be made available to each party. Either the grievant or School District 87 may choose to have a court reporter present at their own expense.
  - d. Within twenty (20) business days of the hearing, the Coordinator shall provide the grievant and the Superintendent with a written decision setting forth the disposition of the complaint and any corrective action deemed necessary. The decision shall specify the reasons upon which the disposition of the complaint was based.

#### **REVIEW**

4. If the grievant is not satisfied with the Coordinator's disposition of the complaint, or if the Coordinator fails to provide the grievant with a written decision within the time limits specified in Paragraph 3, above, the grievant may thereafter seek a review of the decision as follows:
  - a. The grievant must forward a letter seeking review of the Coordinator's decision to the Board of Education within ten (10) business days of the grievant's receipt of the decision. Assistance in filing the written request for review is available as specified in Paragraphs 1 and 3(a) above. Copies of the original complaint, minutes of the hearing, and the Coordinator's decision shall be attached to the request

for review.

- b. The Board of Education may, in its discretion, convene a hearing at which the parties may present additional testimony and argument.
- c. Within thirty (30) business days of the filing of the request for review, the Board of Education will provide the grievant, the Coordinator, and the Superintendent with a written decision affirming, reversing, or modifying the Coordinator's decision and specifying the reasons upon which the review decision is based.

All complaints regarding School District 87's compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 shall be received and investigated without reprisal by the Board of Education or the Board's employees or agents.

The filing of a complaint under the grievance procedures described herein shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, state, or federal agency or court.

**GRIEVANCE PROCEDURE FOR COMPLAINTS FILED WITH  
RESPECT TO  
IDENTIFICATION, EVALUATION, OR EDUCATIONAL PLACEMENT OF  
STUDENTS WITH DISABILITIES  
UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973<sup>1</sup>**

It is the policy of the Board of Education of School District 87 to provide a free, appropriate public education to all students who are identified as disabled within the meaning of Section 504 of the Rehabilitation Act of 1973, regardless of the nature or severity of the student's disability. In providing educational services to students with identified disabilities, School District 87 will reasonably accommodate the student's individual educational needs. Such accommodation may include, but is not limited to, the provision of regular special education and related aids and services.

**GENERAL PROCEDURES**

**A. PUBLIC NOTICE/CHILD FIND**

The School District annually notifies the public of available services for students with disabilities and how to access them through two local newspaper announcements. Other methods utilized by the School District to identify and locate students with disabilities who reside within School District 87 may include dissemination of information about School District programs and distribution through School/District/Cooperative publications of the periodic early childhood screening dates.

**B. REFERRALS**

Referrals for consideration for Section 504 eligibility may result from child find efforts, direct referrals by parents or guardians (hereinafter generically referred to as "parents") or school personnel, other persons having knowledge of the child, the child, or the State Board of Education. These direct referrals may be made at any time. The School District maintains an organized and written referral process which is communicated to all professional personnel within the system and to persons within the community. A referral must be made in writing, dated at the time the request is made, and include the reason for the referral. The referral must be given to the School District's administrator.

The School District's general policy on the rights of individuals with disabilities may be found in the policy manual. Under Section 504 and the School District's policy, the instructional program of School District 87 and the activities sponsored by the Board of Education in conjunction with the instructional program are to be operated in such a manner that such programs and activities, when viewed in their entirety and to the maximum extent feasible, shall be readily accessible to and usable by students with disabilities. See the School District's general policy regarding grievance procedures for complaints with respect to program accessibility under Section 504 and the Americans with Disabilities Act.

**C. EVALUATION, DETERMINATION OF ELIGIBILITY, AND SERVICE PLAN**

The primary purpose of conducting an individual assessment of a student initially referred for a Section 504 evaluation is to gather information sufficient to permit a group of persons knowledgeable about the child to determine whether the student has a disability within the meaning of Section 504. The evaluation procedures shall be carried out in accordance with the requirements of 34 C.F.R. Section 104.35. A case study evaluation completed pursuant to 23 Illinois Administrative Code Section 226.535 is one means of meeting this evaluation requirement under Section 504. The evaluation shall be completed within 60 days of the date of referral.

The School District's ADA/504 Coordinator, Director of Special Education or designee will convene a Section 504 meeting for a student whose evaluation has been completed. The meeting will be conducted within 60 school days of the date of referral for consideration of Section 504 eligibility.

The meeting will involve a group of persons knowledgeable about the child, including the child's parents. The team may include the child's teacher, members of the evaluation team, a School District administrator, and parents. Notice of the Section 504 conference shall be sent to all participants at least 10 calendar days prior to the conference. The team will be responsible for making the determination of eligibility under Section 504 and determining what services and/or accommodations, if any, are needed to meet the child's needs as they relate to the educational setting.

The team chair will complete a conference summary form documenting the evaluation findings, eligibility, and, as necessary, the educational services/accommodations to be provided. The conference summary will become a part of the student's temporary record and the parents will be given a copy. Recommendations made at the Section 504 conference shall be made by consensus of the participating public school staff.

If it is determined that the student is not disabled under Section 504 and will not be receiving any special services or accommodations, a written notice of the findings shall be provided to the parents, as well as notice of their right to request an impartial hearing to contest this determination. (See the following section on grievance procedures.) If a student is determined to be eligible for services under Section 504, the conference summary will also serve as the Section 504 Service Plan by describing the necessary educational services and/or reasonable accommodations to be made. The services and reasonable accommodations shall be based on a composite understanding of the student's characteristics and how the physical or mental condition substantially limits one or more major life activities. The services/accommodations may be provided within the regular education program and be of a consultative/monitoring nature.

Direct services may include, but are not limited to, modification of the standard curriculum, alternative teaching techniques, adapted materials, adapted classroom environment, alternative/individualized assignments, and/or a behavior management system.

#### D. ANNUAL REVIEW

On an annual basis, a group of persons knowledgeable about the child will review the Section 504 Service Plan to determine continued eligibility and whether the same type and intensity of services are to be continued.

#### E. REEVALUATION

The ADA/504 Coordinator or Director of Special Education will ensure that a reevaluation of each Section 504 eligible child is conducted every three (3) years or more frequently if conditions warrant.

A notice and consent form will be sent to the student's parents or guardians prior to initiating any reevaluation. No reevaluation shall be conducted without the prior written consent of the student's parents or guardians. The reevaluation will include a review of the components of the most recent evaluation.

#### F. TERMINATION OF SERVICES

A meeting with a group of persons knowledgeable about the student shall recommend the termination of special services provided to a student if it is determined, after a reevaluation and a review of all pertinent information, that (1) the student no longer requires any specialized services to meet the identified needs, (2) the student no longer requires any special accommodations within the regular classroom, or (3) the student can be appropriately educated in a regular classroom environment without special services or reasonable accommodations.

#### G. PARENTS' RIGHT TO NOTICE, RECORDS REVIEW, AND REPRESENTATION

Written notice will be sent 10 calendar days prior to the suggested date for any conference convened in accordance with the foregoing provisions. The student's parents have a right to review their child's records and have the right to legal representation at such conferences.

### GRIEVANCE PROCEDURES

#### A. COMPLAINT

1. If a student's parents disagree with the School District's identification, evaluation, or educational placement of the student, they have a right under Section 504 to file a complaint with the School District's ADA/504 Coordinator. The complaint must be a written statement of the specific facts and/or perceived wrongful act to be investigated. If a person who is unable to write wishes to file a complaint, assistance may be obtained by contacting the ADA/504 Coordinator.
2. The ADA/504 Coordinator shall promptly investigate the complaint. The Coordinator shall make all reasonable efforts, including but not limited to convening a conference with the parents to discuss the complaint and the results of the investigation, to resolve the matter informally.

#### B. HEARING

3. In the event the complaint cannot be resolved informally, the ADA/504 Coordinator will advise the parents of their right to an impartial hearing and to legal representation at that hearing. The following complaint procedures will be adhered to:

- (a) The request for an impartial hearing shall be submitted in writing to the ADA/504 Coordinator. If a parent is unable to write and no designated agent is available, the parent can receive assistance in filing his or her hearing request by contacting the ADA/504 Coordinator
- (b) Within five (5) calendar days of receipt of the written request for a hearing, the ADA/504 Coordinator shall provide the parent with a list of impartial hearing officers. The parent shall indicate his or her first three choices of hearing officers in order of preference and return the list with preferences indicated to the ADA/504 Coordinator.
- (c) Upon return of the list, the ADA/504 Coordinator shall contract with the hearing officer for the purpose of hearing the case. The ADA/504 Coordinator shall promptly notify the first-choice hearing officer of the pending case. In the event that the first choice hearing officer cannot hear the case, the second-choice officer shall be contacted. In the event that the second-choice officer cannot hear the case, the ADA/504 Coordinator shall contact the parent's third-choice officer. If none of the officers contacted can hear the case, the parent will be asked to select/prioritize three additional hearing officers from another list which will be mailed within five (5) calendar days of the notice of decline from the third-choice hearing officer.
- (d) The hearing shall be scheduled by the hearing officer within fifteen (15) calendar days of the hearing officer's receipt of the written notice of selection from the ADA/504 Coordinator.
- (e) The School District and the parent shall have the right to present evidence relevant to the issue(s) raised by the parent. The parties shall have the right to be represented at the hearing by legal counsel. The hearing officer shall ensure that a verbatim record of the hearing is made, either by tape recording or by a court reporter, at no cost to the parent.
- (f) The hearing officer shall limit the decision to the issue(s) presented by the parent or the School District in the written request for a hearing. The hearing officer's decision must be written and shall include a summary of the evidence, the reasons for the decision, an order with respect to the remedial steps or actions, if any, to be taken by the School District, and the procedures, if any, necessary to ensure timely compliance with the order within thirty (30) calendar days unless exceptional circumstances exist which, in the hearing officer's judgment, warrant delay in implementation.
- (g) The hearing officer's decision shall be made within ten (10) calendar days following the conclusion of the hearing. The hearing officer shall send a copy of the decision by certified mail to the parent and the ADA/504 Coordinator.

### C. REVIEW

- 4. If either party remains aggrieved following the hearing officer's decision, they may request a review (appeal) as follows:
  - (a) The request for review of the decision must be in writing and filed by mail or personal service with the Superintendent of School District 87 no later than thirty (30) calendar days after the date of the hearing officer's decision.
  - (b) Within five (5) calendar days of receipt by the Superintendent of the request for review, the Superintendent shall transmit to the requesting party a list of five review officers. The requesting party shall select a review officer in accordance with the procedure described in Paragraph 3 above.
  - (c) The Superintendent shall transmit the entire file (i.e., the original complaint and hearing request, record of the hearing, records and documents, etc.) to the review officer promptly upon his/her selection.
  - (d) If oral argument is not requested, the review officer will review the entire record and render a written decision within ten (10) school days of receipt of the record. If oral argument is requested, and at the review officer's discretion, oral argument may be scheduled at which both parties may be represented by counsel. A decision shall be rendered in accordance with the procedures set forth in Paragraphs 3(f) and (g) above.
  - (e) The review officer's ruling shall be final.

Revised: 03/19/18

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent will ensure each school building complies with this policy; the Policy is available to the community on an annual basis; and, the community is informed about the progress of this Policy's implementation.

#### Goals for Nutrition Education and Nutrition Promotion

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

- The District will support and promote good nutrition for students.
- The District will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum.  
See Board policy 613.00, *Curriculum Content*.

#### Goals for Physical Activity

The goals for addressing physical activity include the following:

- The District will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.  
See School Board policy 613.00, *Curriculum Content*.
- During the school day, all students will be required to engage in daily physical education courses, unless otherwise exempted.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

#### Nutrition Guidelines for Foods Available in Schools During the School Day

Students will be offered and the District will promote nutritious food and beverage choices during the school day that are consistent with the nutrition standards specified in the U.S. Dept. of Agriculture's Smart Snacks rules.

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall restrict the sale of competitive foods, as defined by the U.S. Department of Agriculture, in the food service areas during meal periods; comply with all applicable rules of the Illinois State Board of Education; and, prohibit marketing during the school day of food and beverages that do not meet federal and state standards for competitive foods.

#### Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods specified in federal law. ISBE rules prohibit EFDs for grade 8 and below in participating schools.

#### Guidelines for Reimbursable School Meals

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

#### Monitoring and Recordkeeping

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

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

The Superintendent shall retain records documenting compliance with this policy.

#### Community Input

The Board and Superintendent will invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and community.

National School Lunch Act, 42 U.S.C. § 1758.  
Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. § 1758b, PL 111-296.  
42 U.S.C. § 1779, as implemented by 7 C.F.R. §210.11.  
7 C.F.R. Parts 210 and 220, Nutrition Standards in the National School Lunch and School Breakfast Programs.  
105 ILCS 5/2-3.139.  
23 Ill.Admin.Code Part 305, Food Program  
ISBE's "School Wellness Policy" Goal, adopted Oct. 2007

Cross Ref.: 436.00 (Food Services); 436.01 (Free and Reduced-Price Food Services)

Policy Revised: 03/19/18



**ATTENDANCE AND EXCUSES****POLICY # 707.00**

The Board emphasizes the value of regular attendance in enabling pupils to profit from the school program. Regular attendance is primarily the responsibility of the parent/ guardian. The Superintendent is directed to institute a plan whereby parents/guardians are requested and encouraged to call the school of attendance whenever their children are absent from school and to disseminate information concerning excused and unexcused absences, written excuses and procedures when children return to school following an excused absence.

Parents/guardians shall be required to contact the school whenever their child will be absent or there is a question relative to the attendance of their child.

In the event that the parent/guardian fails to report the student's absence, the principal and/or designee will within two hours of the start of school, make a concerted effort to contact the parent/guardian to determine if they are aware of the student's absence. If the principal\ and/or designee is unsuccessful in contacting the parent/guardian, he/she shall report the student's absence to the District truant officer.

An excused absence shall be granted for personal illness, quarantine, sickness in the family, bereavement in the family, a family emergency situation, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee, medical or dental appointments when necessary during school time, religious holidays or functions integral to a given religion which cannot occur before or after regular scheduled school hours, or a temporary absence permitted with the approval of the building principal (including, but not limited to, up to five (5) school days absence during any school year for any family trip or vacation if the parent/guardian has given at least seven (7) calendar days prior written notice of such trip/vacation and, in the opinion of the administrator, such absence will not have an undue adverse effect upon the student). School work and exams can be "made up" if a student's absence is considered excused, pursuant to Board Policy. A doctor's note shall be provided for any illness requiring an absence of five (5) or more school days, or if the child's school activity is to be restricted in any way. A written release from a physician is required upon return to school for any communicable disease.

An absence is considered unexcused when a student is absent from school for one or more periods of the school day without the approval of the administration. School work generally cannot be "made up" if a student's absence is unexcused.

Students with unexcused absences may be considered truant. Students who are truant may be subject to discipline, up to and including expulsion, in accordance with, and subject to, applicable law and the policies and rules of the Board.

If a student is absent for ten or more (10) consecutive school days and all of said absences are unexcused, or no contact is established with the parent/guardian, the administration shall deem that the student has left school and the administration shall remove the student from the District's regular attendance rolls, upon written notice to the parent/guardian at his/her last known address. A student who has left school and been removed from the District's regular attendance rolls shall be entitled to re-enroll as a student in the District, subject to all of the requirements of applicable law and Board Policy.

If a student cannot finish the school year, parents/guardians must withdraw their child from school. The student's grade at the date of withdrawal shall be recorded.

LEGAL REFERENCE: 105 ILCS 5/26-1 et seq. - Pupils - Compulsory Attendance  
105 ILCS 5/10-20 - Power of School Board  
105 ILCS 5/10-20.5 Rules

Policy Revised: 07/27/20

Medication required by a student shall not be administered at school, during regular school hours or during school-related activities, unless absolutely necessary to maintain the continued attendance of the student. This policy shall apply to both prescription and non-prescription medication. No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a written and signed authorization is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy. The District shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

If it is determined that a student shall receive medication at school, the following procedures shall be followed:

1. The student's physician shall provide written orders detailing the name of the student, the type of disease or illness involved, the name of the medication, dosage, time interval in which the medication is to be taken, the necessity for the medication during the school day, the commencement date and the expiration date of drug therapy, the desired benefits of the medication, and an emergency number where the physician can be reached. In addition, the physician's written order shall indicate any expected reactions to the medication and shall advise school personnel of how to determine if the student experiences an adverse reaction to the medication. The physician's written order shall detail steps to be followed by school personnel should the student experience an adverse reaction to the medication. The order shall be renewed periodically and shall state that the medication may be safely self-administered by the student. If the medication may not be safely self-administered by the student, the physician's written order shall state whether the medication may be safely administered by school personnel other than the school nurse.
2. The student's parent or guardian shall provide to the superintendent a written request authorizing the self-administration of prescription or non-prescription medication by the student at school. If the medication may not be safely self-administered by the student, the written request of the parent or guardian shall indicate those persons who are authorized to administer the medication. The request shall include the parent's or guardian's name and telephone number in case of an emergency.
3. Medication shall be brought to the school and given to the school's Administration or nurse in a closed container, appropriately labeled by the pharmacy or physician, and clearly stating the dosage and expiration date of the medication. The label must include any requirements for storage (e.g., is the medication either heat or light sensitive; will the medication deteriorate within a specific period of time). The name of the student and the name and phone numbers of the physician and pharmacy shall be indicated on the container. Whenever possible, medication should be delivered to the school by the student's parent or guardian.
4. The school's Administration or nurse shall retain the medication in a locked space for safe storage and shall make the medication available to the student for self-administration at the time designated by the physician's written orders.
5. The school's Administration or nurse will record the following information: who was given access to the medication, what medication was given, when access was given (date and time), whether medication was self-administered in the presence of the Administration and who was present, who administered the medication if it was not self-administered, the date of initiation of drug therapy in school, any absenteeism, if and when access to medication was denied or terminated and the reason why, and the date of discontinuance. This information shall be placed in the student's health file along with the physician's orders and parental request authorizing the administration of medication.
6. The School shall be under no obligation to notify or remind a student when such medication should be administered. It shall be solely the student's responsibility to obtain the medication from authorized personnel at the time of administration.
7. The student's parent or guardian shall remove any unused medication from the school at the end of the drug therapy. If the student's parent or guardian fails to remove unused medication by the end of the school year, the school's Administration shall appropriately dispose of the unused medication in the presence of a witness.
8. In the case of an emergency, whereby the student is incapable of self-administering the medication, or in the case medication may not be safely self-administered by the student, the medication may be administered by the school nurse, a registered professional nurse (RN), the Superintendent, or the designee of the Superintendent who shall be an administrator.
9. A student may possess asthma inhaler and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form" The student's parent/guardian must also provide the prescription label showing the name of the medication, prescribed dosage and the time or circumstances for administration of the medication or inhaler. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the storage of any medication or inhaler by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or an inhaler, or the storage of any medication or inhaler by school personnel.
10. A student may possess an epinephrine auto-injector (Epi-Pen®) for immediate use at the student's discretion, provided the student's parent/guardian has provided written authorization from the student's physician, physician assistant, or advanced practice registered nurse for the use of an epinephrine auto-injector; the written authorization must also contain the name and purpose of the epinephrine auto-injector, prescribed dosage and the time or circumstances for administration of the epinephrine auto-injector. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration or storage of an epinephrine auto-injector. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector, or the storage of an epinephrine auto-injector by school personnel.

These procedures shall apply except in cases where the physician's written order requires the student to retain the medication on his or her person at all times due to the need for immediate administration in the event of emergency. In such case, the procedures contained herein shall be followed to the maximum extent possible so that the school's administration is aware of the possible need for medication during school hours. The Superintendent or designee will ensure an Emergency Action Plan is developed for each student who self-administers medication under a (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

No medication shall be administered to students unless these guidelines are followed. The Superintendent shall have the discretion to reject requests for the self-administration of medication subject to the requirements of the *Individuals with Disabilities Education Act* and Section 504 of the *Rehabilitation Act of 1973*.

#### School District Supply of Undesignated Epinephrine Injectors

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

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

#### Administration of Medical Cannabis

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

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
  - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
  - b. Copies of the registry identification cards are provided to the District;
  - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
  - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

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

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

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

This section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.

105 ILCS 145/, Care of Students with Diabetes Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act, and scheduled to be repealed on July 1, 2020.

720 ILCS 550/, Cannabis Control Act.

23 Ill.Admin.Code §1.540.

Policy Revised: 02/24/20

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing or selling tobacco or nicotine materials, including without limitation electronic cigarettes
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish, unless authorized under Ashley's Law.
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited, unless authorized under Ashley's Law.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (1) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (2) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (1) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (2) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
  - h. Drug paraphernalia, including devices that are or can be used to: (1) ingest, inhale, or inject cannabis or controlled substances into the body; and (2) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using, possessing, controlling, transferring or discharging fireworks, explosive devices or any incendiary devices including but not limited to "firecrackers," "sparklers," "rockets," "cherry bombs," "M 80's," "caps," or "Roman candles."
6. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (1) expression of gender or sexual orientation or preference, or (2) display of affection during non-instructional time.
12. Teen dating violence, as described in Board policy.
13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.

15. 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.
16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
17. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
23. Refusing or failing to wear an appropriate facial cover over the student's mouth and nose unless exempted by a medical provider during any time said action is required by the District or for eating/drinking or playing an instrument.
24. Failing to maintain proper social distancing of a particular distance designated by the District.

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

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

or designee shall ensure that the parent/guardian of a student who engages in behavior prohibited by this policy is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

### Interventions

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

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

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

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful

positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

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

### Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

### Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The re-engagement process shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### Required Notices

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

### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior. The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same interventions as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7961 *et seq.*

Pro-Children Act of 1994, 20 U.S.C. §6081.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B,

5/22-23, 5/22-23, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.

23 Ill.Admin.Code §1.280.

Policy Revised: 07/27/20

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including without limitation the use of technology and 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. For purposes of this policy, the term *bullying* includes harassment, intimidation, retaliation, and school violence.

A student who is being bullied is encouraged to 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. 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.

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

1. Fully implements and enforces this policy and each of the following Board policies:
  - a. 233.02, *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. 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. 313.00, *Permissible Use of District Technology*. 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. 701.01, *Equal Educational Opportunities*. This policy prohibits discrimination and harassment against students, including sexual harassment.
  - d. 722.05, *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. 722.00, *Student Behavior*. 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.

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, and (3) protecting students against retaliation for reporting bullying.

2. Examines the appropriate steps to understand 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. 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.
  - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
  - d. 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 bullying or aggressive behavior; discussing, as appropriate, the availability of counseling, psychological, and/or social work services, other interventions, and restorative measures.
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 posting the District's policy on its website and, as applicable, where other policies, rules or standards of conduct are posted, and annually disseminating information to all faculty, 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.
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 or 4 of Article 1 of the Ill. Constitution.

### **Resource Guide for Bullying and School Violence Prevention**

#### General Resources

ISBE's *School Bullying Prevention Task Force Report*:  
[www.isbe.state.il.us/SBPTF/pdf/sbptf\\_report\\_030111.pdf](http://www.isbe.state.il.us/SBPTF/pdf/sbptf_report_030111.pdf).

Resources section of the website managed by the U.S. Department of Health & Human Services:  
[www.stopbullying.gov/index.html](http://www.stopbullying.gov/index.html).

Bullying in Schools - Cops - Department of Justice:  
[www.cops.usdoj.gov/Publications/e07063414-guide.pdf](http://www.cops.usdoj.gov/Publications/e07063414-guide.pdf).

#### Restorative Discipline Resources

Positive Behavior Intervention & Supports (PBIS):  
[www.pbis.org/school/default.aspx](http://www.pbis.org/school/default.aspx).

Social and Emotional Learning Standards:  
[www.isbe.net/ils/social\\_emotional/standards.htm](http://www.isbe.net/ils/social_emotional/standards.htm).

Dignity in Schools:  
[www.dignityinschools.org/files/DRAFT\\_Model\\_Code.pdf](http://www.dignityinschools.org/files/DRAFT_Model_Code.pdf).

#### Conditions for Development and Learning: Data Collection Resources

Centers for Disease Control and Prevention (CDC)'s *Measuring Bullying Victimization, Perpetration, and Bystander Experiences: A Compendium of Assessment Tools*:  
[www.cdc.gov/violenceprevention/pdf/bullyCompendiumbk-a.pdf](http://www.cdc.gov/violenceprevention/pdf/bullyCompendiumbk-a.pdf).

Safe Supportive Learning's School Climate Measurement Compendium:  
<http://safesupportiveschools.ed.gov/index.php?id=133>.

Positive Behavior Intervention & Supports (PBIS):  
[www.pbis.org/school/default.aspx](http://www.pbis.org/school/default.aspx).

CDC's *Youth Violence: Measuring Violence-Related Attitudes, Behaviors, and Influences Among Youths: A Compendium of Assessment Tools - Second Edition*:  
[www.cdc.gov/ViolencePrevention/pub/measuring\\_violence.html](http://www.cdc.gov/ViolencePrevention/pub/measuring_violence.html).

CDC's *Intimate Partner Violence and Sexual Violence Victimization Assessment Instruments for Use in Healthcare Settings, Version 1*:  
[www.cdc.gov/ncipc/pub-res/images/ipvandsvscreening.pdf](http://www.cdc.gov/ncipc/pub-res/images/ipvandsvscreening.pdf).

World Health Organization (WHO) Information Series on School Health's *Document 10, Creating an Environment for Emotional and Social Well-Being*:  
[www.who.int/school\\_youth\\_health/media/en/sch\\_childfriendly\\_03\\_v2.pdf](http://www.who.int/school_youth_health/media/en/sch_childfriendly_03_v2.pdf).

Legal Reference: 405 ILCS 49/, Children's Mental Health Act.  
 105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
 23 Ill.Admin.Code §§1.240 and §1.280.

Policy Revised: 02/24/20



TEEN DATING VIOLENCE PROHIBITED

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

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

4. Fully implements and enforces each of the following Board policies:
  - a. 701.00 *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - b. 722.02, *Preventing Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
  - c. 233.02, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
  - d. 233.03, *Title IX Sexual Harassment Grievance Procedure*. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
5. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 701.00, *Harassment of Students Prohibited*.
6. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 613.00, *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 611.01, *Student Social and Emotional Development*.
7. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.  
Notifies students and parents/guardians of this policy.

Legal Reference: 105 ILCS 110/3.10.

Policy Revised: 08/31/20

**SUICIDE AND DEPRESSION AWARENESS AND PREVENTION****POLICY # 722.08**

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.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.163(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate Board policies implementing 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policies implementing 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.
  - a. For students in grades 7 and 8, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.
  - b. For all students, implementation shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
  - a. Board policy 611.01, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
  - b. Board policy 611.00, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
  - c. Board policy 611.01, *Student Social and Emotional Development*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - d. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.
4. Methods of responding to a student or staff suicide or suicide attempt.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 611.00, *Guidance and Counseling Program*, in addition to other State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 231.00, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 *et seq.*

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

Legal Reference: 105 ILCS 5/2-3.163, 5/14-1.01 *et seq.*, 5/14-7.02, and 5/14-7.02b.  
745 ILCS 10/.

Policy Adopted: 02/22/16

**STUDENT BEHAVIOR, PERSONAL RIGHTS AND RESPONSIBILITIES****POLICY #723.00**

In order to clarify the intent of the Student Behavior Policy, the following "Rights and Responsibilities" have been

delineated: The **SUPERINTENDENT** has the RESPONSIBILITY to:

Confer with school personnel, parents/guardians, students, and as desirable, community agencies to formulate procedures and programs that will ensure socially acceptable conduct on the part of the students.

Discuss the contributing causes of individual student misconduct with local school staff, the parents/guardians, and community agencies as necessary.

Review student interventions and suspensions, arrange expulsion hearings, review the hearing officer's recommendations, and make recommendations for special placement and for court action. And the RIGHT to:

Expect the support of the professional staff, the Board of Education, and the parents/guardians in the implementation of the District 87 Student Behavior Program.

The **PRINCIPAL/ASSISTANT PRINCIPAL** has the RESPONSIBILITY to:

Work with the teachers and auxiliary staff and, when appropriate, the staffs of public and private agencies to enable parents/guardians and students to identify problems and to seek resolutions.

Work with the staff to relate school regulations to district-wide policies, and support the staff in the enforcement of those regulations.

Communicate with parents/guardians regarding their child(ren)'s continuous classroom infractions.

And the RIGHT to:

Be present at any student/parent/guardian conference concerning repeated disruptions.

Expect support from the Superintendent, the Board of Education, the professional staff and the parents/guardians in the implementation of the District 87 Student Behavior Program.

The **TEACHERS** have the RESPONSIBILITY to:

Demonstrate a high degree of professionalism in providing for the individual academic, social, and physical development of each student.

Manage classroom routine so that it contributes to the program of instruction and the development of civic responsibility in students.

Know and enforce the rules of the school courteously, consistently, and fairly and deal with misconduct quickly, firmly, and objectively.

Communicate with parents/guardians regarding their child(ren)'s continuous classroom infractions.

And the RIGHT to:

Be present at any student/parent/guardian conference concerning repeated disruptions.

Expect support from the Superintendent, the Board of Education, the professional staff and the parents/guardians in the implementation of the District 87 Student Behavior Program.

The **PARENTS/GUARDIANS** have the RESPONSIBILITY to:

Work with the school in supporting disciplinary interventions and actions taken in the best interests of the child(ren).

Assume the responsibility to talk with their child(ren) about school activities and expected behavior.

Recognize that their child(ren) may be removed for behavior that is disruptive to the instructional process.

Instill in their child(ren) respect for themselves and the law, including the rights of others.

And the RIGHT to:

Receive a timely report of their child(ren)'s absence, tardiness, cutting of class, and other continued misconduct. Request and be granted a timely conference with the teacher and/or principal.

Expect the support of the professional staff and the Board of Education in the implementation of the District 87 Student Behavior Program.

The **STUDENTS** have the RESPONSIBILITY to:

Strive for excellence in academics and ethics. Assist in providing a good learning climate.

Exhibit good sportsmanship.

Respect and refrain from violating the individual rights of fellow students, school personnel, and others.

Make every effort to improve their performance upon notification of unsatisfactory progress.

Keep lockers and person free of any substance or material which violates laws, Board of Education Policies and procedures, or that detracts from the education process.

And the RIGHT to:

Due process when being considered for disciplinary reassignment, suspension, or an in-school suspension.

A due process hearing before a hearing officer when being considered for expulsion.

Request counseling.

Engage in individual, non-disruptive expression, or prayer that is not sponsored, promoted or endorsed by the school.

Expect the support of the professional staff, the Board of Education, and their parents/guardians in the implementation of the District 87 Student Behavior Program.

Legal Reference: 20 U.S.C. §7904.

105 ILCS 20/5.

Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

Policy Revised: 07/25/16

**SUSPENSION AND EXPULSION****POLICY #724.00**

After all usual disciplinary procedures and interventions have been exhausted, or such procedures or interventions are not available or appropriate, the Superintendent or Principals may suspend a child guilty of gross disobedience or misconduct from school (and/or bus privileges) for a period not to exceed ten school days, provided the reason for such suspension and a written notice of their right to a review has been reported to the parents.

The Board of Education will expel pupils guilty of gross disobedience or misconduct provided such action is warranted following a thorough review of the reasons for such action.

At the beginning of each school year, the Board will appoint a hearing officer. The hearing officer will report to the Board a written summary of the evidence heard at any expulsion hearing or appeal of a suspension.

- I. A pupil who uses, possesses, distributes, purchases, or sells a weapon on school premises or property or any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for at least one calendar year and may be expelled up to two calendar years. When so directed by the Board of Education, the Superintendent of Schools may modify or reduce the penalty on a case-by-case basis.

The term "weapon" means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "lookalikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

- II. A pupil may be suspended or expelled for gross disobedience or misconduct. Gross disobedience or misconduct is conduct that is prohibited by Board Policy, the Parent Student Handbook, or any other directive, bulletin, or memorandum concerning student conduct.

- III. If the principal has probable cause to believe a pupil is guilty of gross misconduct or disobedience, the pupil will be summoned to the principal's office where he will be given a written statement outlining the charges and an opportunity to explain the evidence against him. A copy of the charges should be initialed by the pupil indicating receipt of the same from the principal. When a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting academic process, the principal may remove him/her from school immediately and afford him/her an opportunity to be heard as soon as practicable.

- IV. The principal may suspend a pupil for up to ten (10) days after having found him guilty of gross disobedience or misconduct in accordance with the requirements of Section 10-22.6 of the School Code and Board Policy. Upon suspension, parents or guardians of the pupil shall be notified within twenty-four (24) hours thereof by registered or certified mail, return receipt requested, a copy of which shall be given to the Board of Education and the Superintendent. Such shall be in accordance with the requirements of Section 10-22.6 of the School Code.

The parents or guardians of the student may request a review of the suspension by the Board of Education, or a hearing officer appointed by it, upon request received within seven (7) days of the date of the notice.

- V. Upon request of the parents or guardian, the Superintendent, Board or its hearing officer shall conduct a hearing to review a suspension of ten (10) days or less. Parents or guardians and pupils may be represented by counsel at parental expense and shall be accorded the following opportunities:
  - A. Examination of written reports and statements constituting evidence supporting the charges, and questioning of witnesses presented by the Board of Education; and,
  - B. Presentation of oral and written evidence on behalf of the student.
  - C. The results of such hearing shall be reported in writing to the parents or guardians of the subject student.
- VI. If the Superintendent, Board of Education, or hearing officer find in review of the suspension of a student, that the action was unjustified or unreasonable, the following procedures shall be followed:
  - A. The student's record shall be expunged of all notations or remarks in regard to the suspension;
  - B. The student's absence(s) shall be recorded as "excused"; and,
  - C. All educational opportunities and services missed by the student shall be afforded to the degree possible. Tutoring shall be provided for the number of days suspended, if requested or deemed necessary.
- VII. If a hearing is convened to determine whether a pupil shall be suspended for more than ten (10) days or expelled for the remainder of the school term, parents or guardians and the pupil shall be accorded an opportunity to appear before and be heard by the Board or a hearing officer appointed pursuant to the provision of Paragraph IX.

The parents or guardian of the student shall be notified thereof by certified or registered mail, return receipt requested, at least three (3) days before the date of said hearing. The notice shall state the time and place of the hearing, and include a specified statement of the student's alleged act or acts of gross disobedience or misconduct, and the recommended effective dates of the suspension or expulsion,. The notice and request to attend shall also state that the parties shall have the following rights:

- A. To be represented by counsel at parents' cost;

- B. To present evidence refuting the charges;
- C. To present evidence in mitigation of punishment;
- D. To present evidence evincing the pupil's entitlement to special education services upon exclusion; and,
- E. To cross-examine such witnesses as may testify as to the facts in each case.

Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board, or with a hearing officer appointed by it, to discuss their child's behavior.

VIII. The hearing, whether conducted before the Board of Education, or before a hearing officer, shall be an informal hearing at which the formal rules of evidence shall not apply. The hearing shall not be conducted in public session unless decided otherwise by the Board of Education with the consent of parents or guardians of the affected student. The Board president, designee, or the hearing officer shall conduct the hearing, which shall proceed with a presentation of the district's evidence subject to questioning by the parents or guardians or their representative followed by a presentation of evidence, if any, by the parents, subject to questions by the Board or its representative.

IX

- A. If the hearing is conducted before a hearing officer appointed pursuant to paragraph VIII, the hearing officer shall, within five (5) days of the conclusion of the hearing, tender to the Board of Education his/her written findings of facts and summary of evidence heard at the hearing (along with his/her recommendation as to whether the evidence warrants the subject suspension or expulsion). The Board shall, no later than its next regular meeting after the receipt of the hearing officer's report, take such action thereon as it deems appropriate.
- B. No suspension in excess of ten (10) days, nor any expulsion, shall be effected until the final determination of the Board of Education either at its own hearing, or upon the findings (and recommendations) of a hearing officer.

Legal Reference: Gun-Free Schools Act of 1994 (20 USC 3551, et seq.)

Policy Revised: 07/25/16

### I. POLICY

The Board of Education fi and determines that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful, The unlawful possession, use or distribution of illicit drugs and alcohol, including anabolic steroids, by students on school premises or as part of any of its activities is hereby prohibited, Moreover, no student shall be under the influence of any substance specified herein on school premises or as part of any of its activities.

### II. DISSEMINATION OF INFORMATION

Age-appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure 10 use illicit drugs or alcohol) for students in all grades of the schools operated or served by the District shall be made available to students and parents. information concerning any available drug and alcohol counseling and rehabilitation and re-entry programs shall be made available to students and parents. Students and parents shall be notified at least each school year of the contents of this policy, and shall be given a copy of this policy at the commencement of each school year.

### III. PENALTIES FOR VIOLATION

Compliance with this policy is mandatory and is a condition of continued enrollment. Any student who violates this policy shall be subject to discipline up to and including expulsion and referral for prosecution. Alternatively, if deemed appropriate by the Board of Education, any student who violates this policy may be required to participate in and complete, to the satisfaction of the Board, an appropriate rehabilitation program.

### IV. REVIEW

The Board of Education, its Superintendent or his/her designee shall conduct a biennial review of this policy to:

- a, determine its effectiveness and implement changes to this policy and program if necessary; and
- b. ensure that the sanctions required by this policy are consistently enforced.

Policy Revised: 07/22/96

**PROHIBITING GANG ACTIVITIES, CELLULAR COMMUNICATION AND ELECTRONIC DEVICES****POLICY #728.00**

Based upon past incidents of which this Board of Education is aware, this Board finds that the presence of gangs and gang activities can cause a substantial disruption of or material interferences with school and school activities. A "gang" as defined in this Policy is any group of two or more persons whose purposes include the commission of illegal acts.

This Board further finds that the unrestricted and unregulated use by students of cellular communication devices, pocket pagers and similar electronic paging devices on school grounds or in school buildings adversely affects the educational environment, welfare and safety of students in that cellular communication devices, pocket pages and similar electronic paging devices are being regularly used for the conduct of unlawful activities during school hours and on school property, including activities directly related to the unlawful possession, sale, delivery, or other trafficking in drugs or other controlled substances.

**Gang Activities**

By this policy, the Board acts to prevent disruption and to prohibit gang activities by restricting the actions which foster such activities or which, because they may be performed in relation to gang activities, endanger even those students who do not intend to show gang membership or affiliation. No student on or about school property or at any school activity:

1. shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which may be viewed as evidence of membership or affiliation in any gang;
2. shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang; or
3. shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity including but not limited to:
  - a. soliciting others for membership in any gangs;
  - b. requesting any person to pay protection or other-wise intimidating or threatening any person;
  - c. committing any other illegal act or other violation of school district policies;
  - d. inciting other students to act with physical violence upon any other person.

Penalties for violations of the "Gang Activities" portion of this Policy are as follows:

- Any student who is first suspected of violating paragraphs 1 or 2 may be required, after being informed of the reasons why he or she is suspected of a violation and receiving an opportunity to state his or her version of events, to surrender any material or thing alleged to violate said paragraphs to school officials and attend a parent conference. At the parent conference, any material or thing surrendered by the student shall be returned to the parent upon request.
- Any student alleged to have violated paragraphs 1 or 2 a second or subsequent time, or to have violated paragraph 3 shall, upon a finding of such violation, be subject to appropriate disciplinary action in accordance with the requirements of Section 10-22.6 of The School Code and Board Policy.

**Electronic Signaling Devices**

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

**Cell Phones and Other Electronic Devices**

The possession and use of smartphones, cell phones, and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
2. They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions or non-consensual dissemination of private sexual images as defined in State law, i.e., sexting. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

In the investigation of sexting allegations school employees shall NEVER transfer or store indecent visual depictions as defined in State law on personal or school cellular or electronic devices to minimize accusations of possession of child pornography. School administrators are to immediately confiscate devices with such material on them and report the incident to law enforcement. School administrators must follow the reporting requirements of all federal and State statutes.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher; e.g., BYOT programs.

Examples of electronic devices that are used as study aids include devices with audio or video recording, iPods®, some cellular telephones, smartphones, laptop computers, and tablet computers or devices, e.g., iPads®.

Examples of electronic devices that are not used as study aids include: hand-held electronic games, CD players, MP3 players/iPods® used for a purpose other than a study aid, global positioning systems (GPS), radios, and cellular telephones (with or without cameras) used for a purpose other than a study aid.

The use of technology as educational material in a curriculum-based program is not a necessity but a privilege, and a student does not have an absolute right to use his or her electronic device while at school. Using technology as a study aid must always follow established rules. Using technology at all other times must always follow the established rules for cell phones and other electronic devices at school.

The School District is not responsible for the loss or theft of any electronic device brought to school.

Penalties for violations of the "Cellular Communication/Electronic Device" portion of this Policy are as follows:

- Any student who is first suspected of violating this portion of the Policy may be required, after being informed of the reasons why he or she is suspected of a violation and receiving an opportunity to state his or her version of events, to surrender any material or thing alleged to violate the Policy to school officials and attend a parent conference. At the parent conference, any material or thing surrendered by the student shall be



returned to the parent upon request.

- Any student alleged to have violated this portion of the Policy a second or subsequent time shall, upon a finding of such violation be subject to appropriate disciplinary action in accordance with the requirements of Section 10-22.6 of The School Code and Board Policy.

Legal Reference: 105 ILCS 5/10-20.5, 10-20.28, 10-21.10  
705 ILCS 405/3-40  
720 ILCS 5/26-4

Policy Revised: 12/12/16

**SEARCH AND SEIZURE****729.00**

When reasonable suspicion exists that students have violated the law, local ordinances or District policies or rules, school authorities may search students and inspect and search personal effects including, but not limited to purses, wallets, book bags, backpacks, knapsacks, lunch bags and lunch boxes, containers of any kind, books, notebooks, outer clothing and hats of students, without notice to or the consent of a student.

To maintain order and security in District 87 schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by District 87 without notice to or the consent of a student, and without a search warrant. Such authority to conduct searches shall extend to all certificated personnel and school liaison police officers. Such searches may take place at school, on school premises, at any school-sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, whether on or off District 87 premises. Students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas.

School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of students or lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

When practicable, the search should be conducted outside the view of others, including other students; in the presence of an administrator or other certificated personnel; and by an individual of the same sex as the student.

**SEIZURE OF PROPERTY**

If a search conducted pursuant to this policy produces evidence that the student has violated or is violating either the law, local ordinance, or the District's policies or rules, school authorities may seize the evidence and take appropriate disciplinary action in accordance with the requirements of Section 10-22.6 of the School Code and Board Policy. School authorities may also turn over the evidence to local law enforcement authorities.

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

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

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

Legal Reference: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a  
*Cornfield v. Consolidated High School Dist. No. 230*, 991 F.2d 1316 (7th Cir., 1993).  
*People v. Dilworth*, 169 Ill. 2d 195 (1996), cert. denied, 116 S.Ct. 1692 (1996).  
*People v. Pruitt*, 278 Ill.App.3d 194 (1<sup>st</sup> Dist, 1996), app. denied, 667 N.E. 2d 1061 (Ill.App.1, 1996).  
*T.L.O. v. New Jersey*, 105 S.Ct. 733 (1985).  
*Vernonia School Dist. 47J v. Acton*, 115 S.Ct. 2386 (1995).  
*Safford Unified School Dist. No. 1 v. Redding*, 129 S. Ct. 2633 (2009).

Policy Revised: 02/22/21

**STUDENT-ATHLETE CONTRACT**

Your child has earned a spot on one of District 87’s interscholastic athletic teams. The student-athletes and parents need to be aware that the following guidelines must be adhered to in order to ensure continued eligibility throughout the season.

1. The student-athlete must meet our conference’s grade eligibility requirements. This includes maintaining a “C” average (2.0 out of 4.0) of all classes, with no grade of “F”.

- Consequences: 1st Offense - PROBATION (**Practice but no games**)  
 2nd Offense - **SUSPENSION (No practice and no games)**  
 3rd Offense - **DISMISSAL FROM TEAM**

2. The student-athlete must realize that he or she is a direct representative of his or her school, coaches, teachers, parents, teammates, and self, and should maintain an attitude of excellence while demonstrating exemplary behavior while in the classroom and at extracurricular activities.

1. The student-athlete must show sportsmanship and respect when engaged in an athletic event. He or she will show the utmost respect for coaches, referees, and other figures of authority. The student-athlete will demonstrate sportsmanship to both his or her own team and the opposing team before, during, and after each particular event.

2. Three (3) unexcused absences may result in the student-athlete’s dismissal from the team. If the student-athlete has a personal family commitment and cannot attend practice, the respective coach must be notified **in advance by the parents of that child**. You will be excused from practice with no disciplinary measures taken. Going to see a teacher for extra help in a particular subject is also an excused absence; however, every effort should be made to make an appointment outside of practice time (i.e., in the morning, at lunch, etc.). In both cases, if the coach is not notified in advance, the absence will be considered unexcused. Shopping trips, haircuts and homework are not considered as excused. These instances will be recorded as unexcused absences.

3. The student-athlete will maintain the highest sense of responsibility and excellent behavior. The following levels have been developed so the student-athlete knows exactly what the penalties will be should he or she falter in any area.

<b><u>LEVEL</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>PENALTY</u></b>
I	Detentions for being tardy, missed homework, chewing gum, etc.	<b>1/2 unexcused absence</b> May practice but does not play if a game. (Must attend game after detention if home.)
II	Detentions for disrespect, non-compliance, inappropriate behaviors, etc.	<b>1 unexcused absence</b> May practice but does not play if a game. (Must attend game after detention if home.)
III	Suspensions, either in-school or out-of-school.	<b>1 unexcused absence for each day missed</b> If suspended over weekend (Fri. and Mon.) may not play in weekend games. If suspension ends on or before Friday, may play in weekend games.
IV	Illegal activities including alcohol, drugs, tobacco, vandalism, theft, weapons, etc.	<b>Automatic Dismissal from Team</b>

Consequences for inappropriate behavior during practices and/or games will be left to the discretion of the respective coach. Disciplinary measures may include, but are not restricted to, parent contact, suspension of playing time, or, eventually, dismissal from the team.

6. The student-athlete must realize that any interscholastic sport may be an extremely aggressive game. We will be facing very tough competition and want to be as successful as possible. Although every effort will be made to play all players, no guarantee of playing time is ever given to any player.

Following these guidelines will help ensure that the student-athlete will represent District 87 in a respectful and positive manner.

Congratulations on your selection to the team and good luck with your season.

I HAVE READ AND UNDERSTAND THE STUDENT-ATHLETE CONTRACT AND AGREE TO ABIDE BY ITS GUIDELINES AND POTENTIAL CONSEQUENCES.

STUDENT-ATHLETE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**EXTRACURRICULAR ACTIVITIES****Policy #741.00****Conduct Code for Participants in Extracurricular Activities**

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy. The conduct code shall:

(1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on and off school property;

(2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria determined by the School District or Administration on school sponsored extracurricular activities.
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student and his or her parent/guardian must (a) comply with the eligibility rules of and complete any forms required any sponsoring association and (b) complete all forms required by the District including without limitations, signing an acknowledgement of receiving information about the Board's concussion policy 741.01 *Student Athlete Concussions and Head Injuries*.

Legal Reference:     Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Ill.App.4, 1985).  
                           Kevin Jordan v. O'Fallon THSD 203, 706 N.E.2d 137 (Ill.App.5, 1999).  
                           105 ILCS 5/10-20.30, 5/10-20.54, 5/22-80, and 25/2.  
                           23 Ill. Admin.Code §1.530(b).

Policy Updated:       02/22/21

**STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES****Policy #741.01**

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
  - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
  - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
    - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic training other person responsible for compliance with the return-to-play protocol.
    - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
  - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
  - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student, or any other person deemed appropriate under the return-to-play protocol.
  - e. A Student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols as developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
  - f. The following individuals must complete concussion training as specific in the Youth sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses and licensed or non-licensed healthcare professionals who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team (whether volunteer or a District employee).
  - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and its Return to Play Policy. These specifically require that:
  - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
  - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
  - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
4. Require all student athletes to view the Illinois High School Association's video about concussions.
5. Inform student athletes and their parents/guardians about this policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
7. Distribute the Illinois Department of Public Health-published brochure educating the general public on the effects of concussions in children and how to look for concussion warning signs in children.
8. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

Legal Reference: 105 ILCS 5/10-20.53.  
105 ILCS 5/22-80  
105 ILCS 25/1.15

Policy Revised: 04/29/19

## **ABC's OF CHILD SAFETY**

The most important step a parent can take is to open a line of communication with the child. Let your children know that you want to hear what they have to say and, above all, that you will believe them before anyone else. Also, make certain that your child understands that when any adult wants a child to keep anything secret from their parents to back off completely from any further conversations or communication of any kind.

Teach your children that they have the right to say "NO!" and help them learn to say it assertively. If a loudly shouted "NO!" does not work to scream.

Do not tell your children that they must always obey implicitly anyone in authority. Never force them to touch someone they don't want to touch, or to be touched by someone by whom they don't want to be touched.

Teach them that there are certain ways that adults, older children, baby-sitters, etc., should not touch them. Make information about sexual abuse a part of general teaching of personal safety. Teach children the correct terms for their body parts.

Never leave your child alone unattended at any time (at home, in a car, or any other place) even for a moment. They should never be allowed to roam a shopping center or to seek a restroom alone in any public place.

Warn them never to open the door to a stranger when alone at home.

Do not warn your children ONLY about "dangerous" strangers. Explain what a stranger means. Teach them that they may be endangered by someone they know well; or possibly even a relative.

Do warn your children about strangers making approaches, offers, request, etc. They should never accept a gift, treat, a ride, etc. They should ignore a stranger's request for directions or assistance ("help me find my dog", "show me the way to", "I need your help to", etc.).

Make a mental note every day of exactly the clothing your child is wearing. Know where your children are at all times. Know who their friends are, where they live, their phone numbers, addresses and the responsible guardian at each address.

Know all the places that your children and their friends play. Set definite times for them to return home or to check in by telephone. Know the routes they take to and from each place.

Know the route your children take to and from school. Tell them not to use short-cuts or to alter the route for any reason. They should never walk alone, but always in pairs or groups. When crossing streets to look first left, then right, then left again before proceeding. Know of any safe havens on the school route where a child could seek shelter or safety.

Inform your school (or day care center) that it is important to let you know if your child does not arrive. Inform them that it is vital that they should never release the child to anyone but you or someone that you designate. A "code" word between you and your child should be established to identify any person so designated.

Screen baby-sitters thoroughly and keep all information current and readily available.

Make certain your children know their phone number, and address. Write it down. Teach them how to make an emergency telephone call, including long distance procedures.