

# High School Student Handbook 25/26

## ➤ Language Changes

### 1.40 VISITORS

~~Parents are welcome and encouraged to visit the school. To make these visits meaningful, parents are asked to plan their visit at a time that is mutually convenient to the parent and the teacher. All visitors must enter the building through the designated main entrance and sign in. A driver's license or state identification card is required. Visitors must wear a nametag at all times while in the building. Guests are not permitted to shadow students unless pre-approved by the school administration. ([Policy 8-30, Visitors to and Conduct on School Property](#))~~

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

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

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.

	<ol style="list-style-type: none"> <li>7. Smoke or otherwise use tobacco products.</li> <li>8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.</li> <li>9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.</li> <li>10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.</li> <li>11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).</li> <li>12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.</li> <li>13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.</li> <li>14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.</li> <li>15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.</li> <li>16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.</li> </ol> <p>Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year. (<a href="#">Policy 8:30. Visitors to and Conduct on School Property</a>)</p>
--	--

#### 1.50 EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY

<p><b>EQUAL EDUCATIONAL OPPORTUNITIES</b>  <del>Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.</del></p> <p><b>SEX EQUITY</b>  <del>No student shall, based on sex, sexual orientation, or gender identity be denied equal access to educational or</del></p>	<p>Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.</p> <p>No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise</p>
--	--

<p><del>extracurricular programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Non-Discrimination Coordinator.</del></p> <p><b>NOTICE OF NON-DISCRIMINATION</b> Community Unit School District 200 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following individuals have been designated to handle inquiries regarding the non-discrimination policies:</p>	<p>of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.</p> <p>Any student or parent/guardian with a sex equity or equal opportunity concern should contact:</p>
---	--

#### 1.110 ACCOMMODATING INDIVIDUALS WITH DISABILITIES

<p><b>ELEVATORS</b> <del>Use of the elevators is limited to students with physical disabilities. Elevator keys may be obtained in the Health Office. (Policy 8:70, Accommodating Individuals with Disabilities)</del></p>	<p>Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting. (<a href="#">Policy 8:70, Accommodating Individuals with Disabilities</a>)</p>
---	---

#### 1.120 STUDENTS WITH FOOD ALLERGIES

<p>Foods brought into school during school hours shall comply with allergy Policy 7.285. Only non-edible items will be used for rewards and incentives in the classroom unless previously approved by the building administration. (<a href="#">Policy 7.285, Anaphylaxis Prevention, Response, and Management Program</a>)</p>	<p>State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school health office. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.</p>
---	---

#### 1.140 SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

<p><b>TIP LINE</b></p> <p>District 200 maintains an anonymous tip line for individuals to report concerns of bullying, suicide, self-harm, substance abuse, school violence, and other concerns by texting/calling (331) 716-2221 or emailing <a href="mailto:speakup@cusd200.org">speakup@cusd200.org</a>. The following resources are also available and are printed on the back of student IDs.</p> <ul style="list-style-type: none"> <li>• Dial 988 to reach the Suicide and Crisis Lifeline</li> <li>• Text HOME to 741741 to reach the Crisis Text Line</li> <li>• Contact Safe2Help Illinois: Dial 844-4-SAFEIL, Text SAFE2 (72332), email <a href="mailto:HELP@Safe2HelpIL.com">HELP@Safe2HelpIL.com</a></li> </ul> <p><i>(Policy 7:290. Suicide and Depression Awareness and Prevention)</i></p>	<p>The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office. <i>(Policy 7:290. Suicide and Depression Awareness and Prevention)</i></p>
--	---

#### 1.180 AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

<p>Per the Illinois School Code (<i>Erin's Law</i>), all students in grades Pre-K through 12 will receive age-appropriate instruction addressing both sexual harassment and sexual abuse.</p> <p><i>(Policy 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors, Policy 5:120, Employee Ethics: Code of Professional Conduct: and Conflict of Interest)</i></p>	<p>Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.</p> <p><b>Warning Signs of Child Sexual Abuse</b></p> <p>Warning signs of child sexual abuse include the following.</p> <p>Physical signs:</p> <ul style="list-style-type: none"> <li>• Sexually transmitted infections (STIs) or other genital infections</li> <li>• Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing</li> <li>• Unusual weight gain or loss</li> </ul> <p>Behavioral signs:</p> <ul style="list-style-type: none"> <li>• Excessive talk about or knowledge of sexual topics</li> <li>• Keeping secrets</li> <li>• Not talking as much as usual</li> <li>• Not wanting to be left alone with certain people or being afraid to be away from primary caregivers</li> </ul>
--	--

- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

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

**Warning Signs of Grooming Behaviors**

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

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

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

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

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

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

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

	<ul style="list-style-type: none"> <li>• Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose</li> <li>• Privately messaging a student</li> <li>• Maintaining intense eye contact with a student</li> <li>• Making comments about a student's physical attributes, including excessively flattering comments</li> <li>• Engaging in sexualized or romantic dialog</li> <li>• Making sexually suggestive comments directed toward or with a student</li> <li>• Disclosing confidential information</li> <li>• Self-disclosure of a sexual, romantic, or erotic nature</li> <li>• Full frontal hugs</li> <li>• Invading personal space</li> </ul> <p>If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.</p> <p>Additional Resources include:  National Sexual Assault Hotline at 800.656.HOPE (4673)  National Sexual Abuse Chatline at <a href="http://online.rainn.org">online.rainn.org</a>  Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)</p>
--	---

## CHAPTER 2: ATTENDANCE, PROMOTION & GRADUATION

<p>Daily, regular attendance is the cornerstone of student success. The school attendance policy and procedures are intended to provide reasonable opportunity and time for student absence notification, to promote cooperation between home, school, and to deter unexcused absences from class and school. State law and School Board policies are very clear – attendance is required of all students living within the identified District 200 boundaries. Any questions concerning the attendance policy should be directed to the student's dean.</p> <ul style="list-style-type: none"> <li>• Determination of unexcused or excused absence status is ultimately the right of the school. School officials, when they deem it reasonable, may consult with parents and/or guardians to assist in determining if valid cause exists.</li> <li>• Only parents or legal guardians may excuse absence from school and they may be required to submit proof of valid cause upon request from school officials.</li> <li>• Parents whose students are excessively absent from school may be required to present a statement from a physician verifying reasons for extended or multiple absences. Failure to do so will result in unexcused absences. Extended absences due to medical problems will be considered medically excused upon receipt of appropriate documentation. Students and parents are responsible for all material, information,</li> </ul>	<p>Regular school attendance is essential if students are to benefit from the educational opportunities the school offers. Regular attendance helps develop dependability and responsibility and contributes to academic achievement.</p> <p>Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated</p>
--	--

<p><del>assignments, tests, and any other related activities that occur on a school day on which the student has been absent for valid cause.</del></p> <ul style="list-style-type: none"> <li>• The student shall forfeit participation in all school-sponsored instruction, activity, or athletics on the day(s) of any excused or unexcused absence. Students must attend four class periods in order to meet the participation requirement. Students absent from class because of school-sponsored activities shall be exempt from this forfeiture policy.</li> </ul> <p>Students must be in attendance for 300 or more minutes of classroom time; this does not count lunch or passing periods. If a student misses 150 to 300 minutes they are considered absent one-half day. Attendance must be taken every period and recorded in a format that can be submitted to the State Auditor. (<a href="#">Policy 7:70, Attendance and Truancy</a>)</p>	<p>from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.</p>
<p><b>PUNCTUALITY EXPECTATIONS</b></p> <p>The staff and faculty of District 200 support universal punctuality which means all students in all classes are on time. <del>Individual teachers are expected to support this practice consistently and, as such, their expectations are quite simple: students are to be in their assigned classrooms when the bell stops ringing.</del></p> <p>Tardiness is unacceptable behavior and shall be treated as such by all teachers.</p> <p>At WWS and WN, it will be the dean's responsibility to document student tardiness. The high school dean will attempt to solve the problem by any combination of the following:</p> <ul style="list-style-type: none"> <li>• Counseling the student</li> <li>• Notifying the student's parent/guardian</li> <li>• Assigning disciplinary consequences</li> </ul> <p>If tardiness remains an issue after parental contact, the staff may initiate a meeting with the student, teacher, counselor, and parent/guardian. Options at that meeting will include parental resolution, withdrawal from class, suspension, or combinations of these options.</p> <p>Calls excusing a student's late arrival to school must be received on the day of the occurrence. Tardy students must sign-in and pick up a tardy pass to be admitted to class. All tardiness to school will be considered unexcused with the exception of those involving serious problems that are exempted by the administration. Any unusual circumstances will be considered by the student's dean, who retains the right to determine whether</p>	



any tardy situation will be excused or unexcused. ([Policy 7:70. Attendance and Truancy](#))

## 2.20 STUDENT ABSENCES

In the event of any absence, the student's parent/guardian is required to call the Attendance Office at 630-784-7334 (North) or 630-784-7203 (South) by 6:00 PM on the day of the absence and explain the reason for the absence:

- When calling please be prepared to provide the following information:
  - Student I.D. number (available on registration forms and school I.D. card)
  - Student name
  - Grade level
  - Reason for absence

If a call has not been made to the school, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

### REPORTING ABSENCES

Parents/guardians must notify the school if their child is home sick and report any diagnosed communicable diseases. When reporting an absence, parents/guardians are asked to indicate the reason for the absence and if it is due to illness, to report symptoms including if the child has a fever (100.4 F or greater), new onset of a moderate or severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, new loss of sense of taste or smell, fatigue from unknown cause, muscle or body aches from unknown cause (or current IDPH guidance). Parents/guardians who are not sure whether to send a child to school may call the school nurse for consultation or call or visit their physician.

In the event of student absence, parents/guardians are asked to follow these procedures:

- A parent/guardian must report the absence to the Attendance Office at 630-784-7334 (North) or 630-784-7203 (South).
- A 24-hour answering service is available at that number. Written notes will not be accepted to excuse absences. Voicemails will be retrieved from the Attendance Office line throughout the day. The parent/guardian is the only authorized person to inform the school of a student's absence. If no telephone call is received by 6:00 p.m. on the day of absence, the student will be marked unexcused and may be considered truant.

There are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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

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

The school may require documentation explaining the reason for the student's absence. **After multiple absences, the school may** require the parent to present a statement from a physician verifying reasons for the extended or multiple absences.

In the event of any absence, the student's parent/guardian is required to call the Attendance Office at 630-784-7334 (North) or 630-784-7203 (South) by ~~6:00 PM~~ 8:00 AM on the day of the absence and explain the reason for the absence.

- When calling please be prepared to provide the following information:

- ~~When calling please be prepared to provide the following information:~~
  - ~~Student I.D. number (available on registration forms and school I.D. card)~~
  - ~~Student name~~
  - ~~Grade level~~
  - ~~Reason for absence~~

#### **PASSES FOR APPOINTMENTS/DISMISSAL**

It is the student's responsibility to pick up any passes for permission to leave the building from the Attendance Office after 7:00 a.m. throughout the school day (passing periods and lunches). Students must sign-out in the Attendance Office when they are leaving the building and must sign-in again when they return to school. Passes will only be delivered if the student has no prior knowledge of the appointment.

#### **PRE-ARRANGED ABSENCES**

It is understood that students may be absent from school for various reasons beyond their control such as college visits, family vacations, court appearances, etc. Removing students from school for vacations is discouraged; however, it is recognized that some cases are unavoidable. Students who know in advance that they will be absent from school are required to complete a Pre-arranged Absence Form and return it to the Attendance Office. ~~at least 24 hours prior to the absence.~~

- Student I.D. number (available on registration forms and school I.D. card)
- Student name
- Grade level
- Reason for absence

If a call has not been made to the school, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

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

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

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

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

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

### STUDENTS WITH EXCESSIVE ABSENCES

At the high school level, the deans monitor all attendance-related issues. Excessive problems in student attendance are managed by the deans through the following process:

1. On the 10th absence in one or more classes within a semester, the parent/guardian will be informed in writing of the absence problem. An effort will be made to solve the problem cooperatively between home and school with agreed upon measures. Also, at the tenth absence, the student's counselor will be notified in order to elicit consultative support in improving the student's attendance pattern.
2. At the student's 15th absence in one or more classes, a meeting will be convened involving the student, parent/guardian, and the dean. The student will be notified at that time that three (3) more absences will result in a withdrawal (W or WF) from class.
3. At the 18th absence in one or more classes, the student may be withdrawn (W or WF) from those classes, regardless of the student's grade. The student may be assigned to study halls, assigned permanently to the class for non-credit, and/or withdrawn from school.
4. Any student who is absent for 10 consecutive days with no resolution as to the reason for the absence may be withdrawn from school.
5. Exceptions to the 18-day policy are limited to the following: hospitalization, chronic or extended illness documented by medical certification, school-sponsored activities, college visits, and religious holidays.
6. Prearranged absences do count toward the 18-day policy, and families are encouraged to consider this when planning any school absence.
7. Students with an excessive amount of absences who have a legitimate medical excuse may be given a grade of "M" in lieu of a failing grade.
8. Excessive absences (whether excused or unexcused) may result in other school interventions in addition to the steps outlined above, including referral to the Student Services Team, parent conferences and/or referral to the truancy prevention program in DuPage County.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services. ([Policy 7:70. Attendance and Truancy](#))

### PRE-ARRANGED ABSENCES, INCLUDING MISSING FINAL EXAMS

It is understood that students may be absent from school for various reasons beyond their control such as college visits, family vacations, court appearances, etc. Removing students from school for vacations is discouraged; however, it is recognized that some cases are unavoidable. Students who know in advance that they will be absent from school are required to complete a Pre-arranged Absence Form and return it to the Attendance Office. ~~at least 24 hours prior to the absence.~~

If a student needs to take final exams earlier than the scheduled date, then the student must present a Pre-arranged Absence Form to the Assistant Principal for Student Services. This request must be filed at least two weeks before the start of finals. Approval is at the discretion of the Assistant Principal for Student Services based on the reasons given on the form and accompanying documentation. It is then the student's responsibility to arrange with teachers for completion of final exams. Parents may be asked to meet with the Assistant Principal regarding the pre-arranged absence. ([Policy 7:70. Attendance and Truancy](#))

## 2.40 MAKE-UP WORK

~~Students whose absences are excused~~ Students are expected to make-up missed class work. It is the responsibility of the student to contact the teacher(s) to obtain this work. Students are given a one-day grace period to make up schoolwork for each day absent. As an

<p>example, if the student is absent for five days, the student will have five additional days to complete missed work.</p> <p><b>Incomplete Grade at the Semester</b>—If a student receives a grade of I (Incomplete) at the end of the semester, then that student has six weeks after the end of the semester to make up all class work, tests, and final exams. If this work is not completed within this time frame, then the student will receive an F for the final grade.</p> <p><b>Suspension</b>—School suspensions are considered excused absences. A student assigned an out-of-school suspension may make up work or tests missed due to the suspension for full credit.</p> <p><b>TAKING FINAL EXAMS EARLY</b> (moved to section above) If a student needs to take final exams earlier than the scheduled date, then the student must present a Pre-arranged Absence Form to the Assistant Principal for Student Services. This request must be filed at least two weeks before the start of finals. Approval is at the discretion of the Assistant Principal for Student Services based on the reasons given on the form and accompanying documentation. It is then the student's responsibility to arrange with teachers for completion of final exams. Parents may be asked to meet with the Assistant Principal regarding the pre-arranged absence. (<a href="#">Policy 7-70: Attendance and Truancy</a>)</p>	
---	--

## 2.90 CREDIT FOR PROFICIENCY, NON-DISTRICT EXPERIENCES, COURSE SUBSTITUTIONS AND ACCELERATED PLACEMENT

<p><b>ACCELERATED PLACEMENT PROGRAM</b></p> <p>The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to the following: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.</p> <p>The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may include varied communication methods, such as student handbooks and District or school websites and may be provided in multiple languages, as appropriate.</p>	<p><u>Credit for Non-District Experiences</u></p> <p>A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:</p> <ol style="list-style-type: none"> <li>1. Distance learning course, including a correspondence, virtual, or online course.</li> <li>2. Courses in an accredited foreign exchange program.</li> <li>3. Summer school or community college courses.</li> <li>4. College or high school courses offering dual credit at both the college and high school level.<sup>2</sup></li> <li>5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.</li> <li>6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.</li> </ol>
--	---

7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Substitutions for Required Courses

**Vocational or technical education.** A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

**Registered apprenticeship program.** A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization

if a registered apprenticeship program is not offered in the school district.

**Advanced placement computer science.** The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

**Volunteer service credit.** A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

#### Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

For each student who exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

- a. A student who exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
- b. A student who exceeds State standards in mathematics shall be automatically enrolled into the next

	<p>most rigorous level of advanced coursework in mathematics.</p> <p>c. A student who exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.</p> <p><a href="#">(Policy 6:135. Accelerated Placement Program; Policy 6:310. High School Credit for Non-District Experiences; Course Substitutions: Re-Entering Students)</a></p>
--	---

## 2.110 EARLY GRADUATION

<p>Seniors who are early graduates must return their parking tags. <del>to the Deans' Office.</del> Upon receipt of the parking tag, they will receive a refund of <del>half</del> of the original fee. <a href="#">(Policy 6:300. Graduation Requirements)</a></p>	<p>Upon receipt of the parking tag, they will receive a prorated refund of the original fee. <a href="#">(Policy 6:300. Graduation Requirements)</a></p>
---	--

## 3.10 FEES, FINES & CHARGES; WAIVER OF STUDENT FEES

<p><b>OBLIGATIONS</b> Any student obligation remaining at the end of the school year (e.g., lost textbook fees, payment of lab fees, etc.) should be paid at the Treasurer's Office.</p> <p><b>TEXTBOOKS</b> Textbooks provided by the District or through State funds will be collected at the end of a course for re-assignment to other students. As is the case with all textbooks used by District 200 students, if these books are lost or damaged, it is the responsibility of the student to pay for replacement or repair. (Policy 4:140, Waiver of Student Fees)</p>	<p>The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.</p> <p>Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:</p> <ol style="list-style-type: none"> <li>1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;</li> <li>2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;</li> </ol>
--	--

	<p>3. The student is homeless, as defined by the McKinney-Vento Homeless Assistance Act.</p> <p>The building principal will give additional consideration where one or more of the following factors are present:</p> <ul style="list-style-type: none"> <li>• An illness in the family;</li> <li>• Unusual expenses such as fire, flood, storm damage, etc.;</li> <li>• Unemployment;</li> <li>• Emergency situations; or</li> <li>• When one or more of the parents/guardians are involved in a work stoppage.</li> </ul> <p>The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.</p> <p>Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.</p> <p><a href="#">(Policy 4:110. Transportation; Policy 4:140. Waiver of Student Fees)</a></p>
--	--

### 3.20 SCHOOL LUNCH PROGRAM

#### **~~FREE AND REDUCED MEALS~~**

Free and reduced price meals are available to students whose family size and income meet state guidelines.

Application forms are available in the school office and on the District Food Service webpage. ([Policy 4:130. Free and Reduced-Price Food Services](#))

### 4.10 BUS TRANSPORTATION

<p><del>Free bus service is provided to all students who live 1.5 miles or more from the school they are assigned to attend. If the walking route of a student who lives less than 1.5 miles from school is considered hazardous, free busing may also be offered. Busing may also be an option for some students on a space available basis. A fee is charged for students who take advantage of this option. District 200 contracts for bus service with Illinois Central.</del></p>	<p>The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned.</p>
--	--



All questions related to bus service should, however, be directed to the school principal or to the District 200 Business Office at 630-682-2005. Only students eligible for bus service may ride the bus, and students may only ride the bus to which they are assigned. Students are not allowed to ride a bus for social reasons.

#### **TCD TRANSPORTATION**

Bus service is provided for all students enrolled at TCD. TCD students may not drive their own vehicles to TCD and are required to ride the District 200 provided transportation. Students who excessively continue to drive to TCD without permission are subject to dean consequences and possible withdrawal from TCD programs. These consequences are outlined in the discipline section of this handbook. If students are withdrawn from TCD for transportation offenses, families may be held responsible for the tuition owed TCD.

[\(Policy 4:110, Transportation; Policy 7:220, Bus Conduct\)](#)

Exceptions must be approved in advance by the building principal.

For questions regarding school transportation issues, contact your child's school.

### **STUDENT CONDUCT ON THE BUS**

The District and the bus company work cooperatively to help ensure that students are safe when riding the bus. The same general rules of conduct enforced at school are also in effect while students are on the bus. Students and parents should be familiar with the following rules:

- The bus driver is in charge and has the same authority as the teacher while children are on the bus.
- Students must remain seated while on the bus.
- Normal conversation is permitted, but students must refrain from loud talking or yelling and profanity is not allowed.
- Students must keep their hands and personal items inside the bus. Windows must be no lower than the line marking their opening.
- No items may be thrown out the window, nor should any student yell out the window.
- Food and beverages are not allowed to be consumed while on the bus.
- Students may not threaten or inflict injury on the bus driver or other students.
- Students may not inflict damage to any part of the bus.

#### **CONSEQUENCES OF MISCONDUCT ON THE BUS OR AT THE BUS STOP**

Students who disobey the rules of conduct for behavior at the bus stop or bus ridership are subject to disciplinary action, which may include suspension from the bus or from school. Other consequences of misbehavior may include a conference between the student and his/her principal or teacher; a conference between the principal, student, and parent; payment for damages intentionally caused; and any other disciplinary action that the

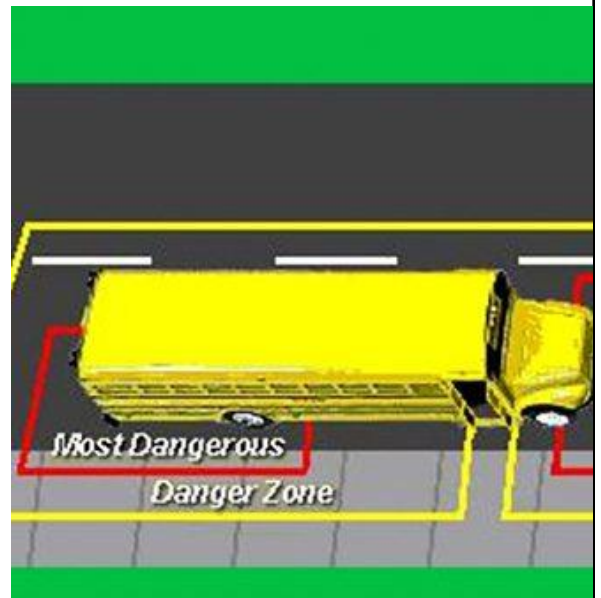
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, smart watch, and other electronic devices must be silenced on the bus unless a student uses headphones

principal deems appropriate and in conformance with District policy.

6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



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

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school

<p>(<a href="#">Policy 7.190. Student Behavior</a>, <a href="#">Policy 7:220. Bus Conduct</a>)</p>	<p>days for engaging in gross disobedience or misconduct, including but not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Violating any school rule or school district policy.</li> <li>2. Willful injury or threat of injury to a bus driver or to another rider.</li> <li>3. Willful and/or repeated defacement of the bus.</li> <li>4. Repeated use of profanity.</li> <li>5. Repeated willful disobedience of a directive from a bus driver or other supervisor.</li> <li>6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.</li> </ol> <p>If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.</p> <p>A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation</p>
--	---

## PARKING REGULATIONS

<ul style="list-style-type: none"> <li>• Parking tags are not transferable. Early graduates must return their tags <del>to the Deans' Office</del> and will receive a refund of <del>half</del> their original fee.</li> </ul>	<ul style="list-style-type: none"> <li>• Parking tags are not transferable. Early graduates must return their tags and will receive a prorated refund of their original fee.</li> </ul>
--	---

## 5.10 IMMUNIZATION, HEALTH, EYE & DENTAL EXAMINATION

<p><b><del>PHYSICAL EXAMINATION REQUIREMENTS</del></b></p> <p><del>The Illinois School Code requires that students entering school for the first time (early childhood, kindergarten, or first grades), sixth and ninth grades and transfer students submit evidence of a physical examination and a complete record of immunizations:</del></p> <ul style="list-style-type: none"> <li><del>• Appointment dates for obtaining a physical exam do not meet the school requirement.</del></li> <li><del>• Physical examinations must be done by a licensed physician, advanced practice nurse or examining physician assistant.</del></li> <li><del>• Physical examinations must be dated within twelve months prior to the first day of school.</del></li> </ul>	<p><b>Required Health Examinations and Immunizations</b></p> <p><b>All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:</b></p> <ol style="list-style-type: none"> <li>1. <b>Entering Kdg, sixth and ninth grades; and</b></li> <li>2. <b>Enrolling in an Illinois school for the first time, regardless of the student's grade.</b></li> </ol> <p><b>Proof of immunization against meningococcal disease is required for students in grades 6 (One</b></p>
--	--

- Only the State of Illinois Department of Human Services Certificate of Child Health Examination form will be accepted.
- For safety considerations, students may not be allowed to participate in physical education classes until the required physical form is on file in the school office.
- Medical objections to any physical examination or immunization must be submitted in writing by a physician and must contain the required information.
- Religious objections to any physical examination or immunization must be submitted on the Illinois Certificate of Religious Exemption Form and must contain the required information and be signed by a parent/guardian, physician. The form can be found online.

**STUDENTS WHO DO NOT MEET THESE REQUIREMENTS WILL BE EXCLUDED AND WILL NOT BE PERMITTED TO ATTEND SCHOOL PER DISTRICT POLICY.**

#### **IMMUNIZATION REQUIREMENTS**

Immunization records must show proof of immunization against diphtheria, tetanus, whooping cough, measles, mumps, rubella, polio and chicken pox.

- Early childhood students are also required to have Haemophilus influenza (HIB) and pneumococcal vaccine.
- Early childhood and sixth grade through twelfth students are also required to have the hepatitis B vaccine.
- Sixth grade through twelfth grade students are required to have the Tdap vaccine.
- Sixth grade and twelfth grade students are required to have the meningococcal vaccine.

#### **DENTAL EXAMINATION**

Students in kindergarten, second, sixth and ninth grades must submit evidence of a dental examination by May 15th of that school year. Dental exams must be completed within 18 months prior to May 15th. If a child in the second, sixth or ninth grade fails to present proof by May 15th, the school may hold the child's report card until one of the following occurs: (i) the child presents proof of a completed dental examination, or (ii) the child presents proof that a dental examination will take place within 60 days after May 15th. The Department of Public Health shall establish, by rule, a waiver for children who show an undue burden or a lack of access to a dentist. Each public, private, and parochial school must give notice of this dental examination requirement to the parents and guardians of students at least 60 days before May 15th of each school year.

#### **VISION EXAMINATION REQUIREMENTS**

Students entering Illinois schools for the first time (kindergarten or transfer) must submit evidence of a vision exam.

dose of meningococcal conjugate vaccine on or after the child's 11th birthday) and 12 (Two doses of meningococcal conjugate vaccine, with the second dose administered on or after the child's 16th birthday and at least 8 weeks after the first dose. The second dose is not necessary if the first dose is administered on or after the child's 16th birthday). 4 . A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by the day after Labor Day of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization 30 days following registration, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by a physician licensed to practice medicine in all of its branches.

#### **Eye Examination**

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

(Policy 7:100. Health, Eye and Dental Examinations:  
Immunizations; and Exclusion of Students)

student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

#### **Dental Examination**

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

#### **Exemptions**

A student may be exempted from the above requirements for:

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

~~Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the educational benefit and/or critical health and wellbeing of the student. Acknowledging that occasionally a necessary medication must be administered during the school day, the District shall administer the medication. If a nurse is unavailable to administer the medication, a building administrator or a designee who volunteers to administer the medication will either supervise the self-administration of the medication or administer the medication to the student.~~

~~Students in possession of prescription or nonprescription medications in violation of these procedures may be subject to disciplinary action.~~

### **STUDENT ACCIDENTS AND ILLNESS**

~~In case of an accident or illness of a student at school this procedure will be followed:~~

- ~~● First aid is administered~~
- ~~● If serious, parents are contacted. Please note that generally, a school nurse is present to make assessments. Occasionally, the school office staff may need to exercise their best judgment in determining when to contact parents.~~
- ~~● If the parents cannot be reached, the emergency contact provided by the parents will be called. Please be certain that at least two emergency numbers are listed to call in case a parent or guardian cannot be reached. Please keep these numbers up to date. Persons listed on the emergency list will be considered to have your approval for temporary care. Students leaving school during the day for health reasons or other reasons must have a parent or guardian sign them out through the school health office.~~
- ~~● If the parents or emergency contacts cannot be reached, the nearest hospital, paramedics, or local health care provider may be contacted.~~
- ~~● Please help control the spread of illness by reminding students to cover their cough/sneezes, use tissues as needed and to wash their hands frequently.~~
- ~~● Please call the school nurse if your child has or is being treated for childhood or a communicable disease such as strep throat; chicken pox; impetigo; rotavirus; MRSA; hand, foot and mouth disease; fifth's disease; mononucleosis, shingles, influenza or COVID-19.~~

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

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

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

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

- Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.
- Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.
- Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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

### **Administration of Medical Cannabis**

#### **EXCUSE FROM PHYSICAL EDUCATION**

A student may be excused from Physical Education for up to three days if the request is made in writing by a parent. If the student must be excused for more than three days, a note must come from the doctor stating the diagnosis, duration, and extent of the physical limitation. The excuse should be directed to the school nurse who will distribute it to appropriate teachers. Students missing Physical Education due to illness/injury may be withheld from extra-curricular activities and recess to maintain safety. Students exempt from Physical Education for medical reasons may be provided a non-physical learning activity during the scheduled P.E. time.

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting. (Policy 7:260, Exemption from Physical Education)

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

#### **Undesignated Medications**

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

#### **Emergency Aid to Students**

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

(Policy 7:270, Administering Medicines to Students)

### **5.30 HIGH SCHOOL GUIDANCE & COUNSELING**

The high schools have guidance counselors who are available to help students with personal or academic needs. (Policy 6:270, Guidance and Counseling Program)

The school provides a counseling program for students. The school's counselors are available to those students who require additional assistance. The counseling program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information. (Policy 6:270, Guidance and Counseling Program)

#### 5.40 SAFETY DRILL PROCEDURES AND CONDUCT

<p>Each school has developed emergency plans to help ensure the safety of children in the event of a fire or other disasters, such as a tornado or a building intruder. This plan is rehearsed by the staff and students at various times during the year and will include a law enforcement drill and building evacuations. Each school has designated an emergency evacuation site where students will be moved until the school can be safely occupied. Students will not be released from school at the normal dismissal time if a tornado warning (not a watch) is in effect. Students will remain at the school under this condition until such time they may safely be dismissed. The law enforcement drill will be announced in advance, and a student's parent/guardian may elect to exclude their child from participating in this drill. (Policy 4:170, Safety)</p>	<p>Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students. (<a href="#">Policy 4:170, Safety</a>)</p>
--	---

#### 5.50 COMMUNICABLE DISEASE

<p>Parents/Guardians are asked to keep their children home if experiencing any of the following:</p> <ul style="list-style-type: none"><li>• A skin rash from an unidentified cause that has not been evaluated by a physician. Please note that open sores should be covered until healed or evaluated by a physician.</li><li>• The forehead and oral temperature is 100.4F or greater. A student with such a fever should remain home for 24 to 72 hours after the temperature returns to normal without the aid of fever reducing medication (according to CDC guidelines).</li><li>• Nausea, diarrhea and/or vomiting. Students should remain home until symptom-free for 24 hours without the use of medication.</li><li>• Severe, persistent pain.</li><li>• Signs of an upper respiratory infection including a fever (100.4F or greater), new onset to moderate or severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, new loss of sense of taste or smell, fatigue from unknown cause, muscle or body aches from unknown cause (or current IDPH guidance).</li></ul> <p>Parents must notify the school if their child is home sick and report any diagnosed communicable diseases. When reporting an absence, parents should indicate the reason for the absence and if due to illness, the symptoms including if the child has a fever (100.4F or greater), new onset to moderate or severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, new loss of sense of taste or smell, fatigue from unknown cause, muscle or body aches from unknown cause (or current IDPH guidance). Parents/guardians who are not sure whether to send their child to school may call the school nurse for consultation. If still in doubt, a call or visit to the physician is suggested.</p> <p>READMISSION AFTER CONTAGIOUS ILLNESS</p>	<p>The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.</p> <ol style="list-style-type: none"><li>1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.</li><li>2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.</li><li>3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.</li><li>4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.</li></ol> <p>(<a href="#">Policy 7:280, Communicable and Chronic Infectious Disease</a>)</p>
---	---



Readmission following an illness from contagious diseases may require a back-to-school note signed by a physician. Please have medical documentation of any school accommodations that are requested. Guidelines established by the Centers of Disease Control and the Illinois Department of Public Health are used to manage communicable diseases and pandemic illnesses (COVID-19) in school. (Policy 7:280, Communicable and Chronic Infectious Disease)

## 6.10 GENERAL BUILDING CONDUCT

District 200 schools employ a variety of disciplinary measures to maintain a safe educational atmosphere. Students who display undesirable behavior are disciplined to help correct such behavior. When a student is involved in disciplinary action, the student will be afforded individual attention in a constructive manner. Discipline procedures will follow due process of law, including providing for appeals to other school authorities. For additional support, parents are informed of disciplinary action to enable the home and the school to work together to correct such behavior.

All students are expected to know school rules that relate to conduct and discipline because inappropriate behavior disrupts the opportunity to learn.

### **DISCIPLINARY PRINCIPLES**

Four principles govern all rules at all CUSD 200 schools:

- Education is enhanced when student conduct is appropriate. Conduct that is disruptive to the educational process prohibits learning.
- Educational opportunity is a right enjoyed by all students. Conduct that infringes the rights of others is prohibited.
- School rules apply to all students while on school or District 200 property, and/or attendance/participation at any school or District 200 sponsored activity.
- Students will be afforded individual attention in a positive manner, including the proper steps of due process of law, as well as the procedure for appealing such actions to other school or District officials.

### **APPLICATION OF DISCIPLINARY CODE**

Grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to conduct occurring as follows:

- On school grounds or commencing on school grounds but occurring off school grounds, before, during, or after school hours or at any other time the student is participating in or attending a school-related activity

- During periods of remote learning.

<ul style="list-style-type: none"> <li>• Off school grounds at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school</li> <li>• Traveling to or from school or a school activity, function or event</li> <li>• Anywhere, if the conduct may reasonably be considered to be a threat or attempted intimidation of a staff member, hazing of a student, or interference with school purposes or an educational function</li> </ul>	
---	--

### 6.30 STUDENT BEHAVIOR

<p><b>PROHIBITED MISCONDUCT</b></p> <p>Disciplinary action may be taken against any student who has engaged in gross disobedience or misconduct, including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Using, possessing, distributing, purchasing, or selling tobacco or nicotine products and including without limitation, electronic cigarettes,</li> <li>• Using, possessing, distributing, purchasing, selling, or offering for sale alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.</li> <li>• Using, possessing, distributing, purchasing, soliciting illegal drugs or controlled substances, prescription drugs, over-the-counter medications, look-alike drugs and drug paraphernalia. This includes the use of any product containing THC or other cannabis derivatives, including but not limited to, CBD. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.</li> <li>• Possession or use of 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</li> <li>• Possession or use of any prescription drug when not prescribed for the student by a licensed physician or when used in a manner not consistent with the prescription or prescribing physician's instructions</li> <li>• Possession or use of any inhalant, regardless of whether it contains an illegal drug or controlled substance: a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or</li> </ul>	<p>(add to first bullet)</p> <ul style="list-style-type: none"> <li>• vapes, vape pens or other vaping related products.</li> </ul>
--	---

<p>nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.</p> <ul style="list-style-type: none"> <li>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</li> <li>Possession, use, control, or transfer or sale of any weapon. For the purposes of this section, weapon includes, but is not limited to: guns; knives; explosive devices; any other item which is typically used to cause bodily harm; any other item defined by Illinois law to be a weapon; items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm; and look-alike weapons.</li> <li><del>Using a cellular telephone, or another electronic device, including smartwatches, iPods and tablets, unless authorized and approved by the Building Principal, in any manner that disrupts the educational environment, including using the device to cheat, transmit digital images, signal others, send messages or otherwise violate student conduct rules. All electronic devices must be kept turned off and out of sight during the regular school day unless: (a) authorized and approved by the Building Principal, (b) the supervising teacher grants permission, (c) use of the device is provided in a student's IEP, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.</del></li> <li>Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct</li> <li>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. For the purposes of this section, the term "bullying" encompasses behaviors including, but not limited to, any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission, or the education of any student. Such behavior may include but is not limited to: pushing,</li> </ul>	<p>(Update with new cell phone policy language)</p>
---	---

<p>hitting, threatening, name-calling or other physical or verbal conduct of a belittling or browbeating nature.</p> <ul style="list-style-type: none"> <li>• Possession or use of a “look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.</li> <li>• Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: a) expression of gender or sexual orientation or preference, or b) display of affection during the non-instructional time.</li> <li>• Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property</li> <li>• Unexcused absenteeism, however, the truancy statutes and Board policy will be utilized for chronic and habitual truants</li> <li>• Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society</li> <li>• Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia</li> <li>• Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive</li> <li>• Violation of the district’s sexual harassment policy</li> <li>• Unsportsmanlike conduct</li> <li>• Possession, use, sale or transfer of fireworks, explosives or unauthorized flammable substances</li> <li>• Expression, written or oral, which is slanderous, libelous, obscene, profane or which advocates a violation of law or school rule</li> <li>• Making bomb threats, giving false fire alarms or unauthorized use of a fire extinguisher</li> <li>• Acts of academic dishonesty</li> <li>• Violation of the district’s Acceptable Use of the District’s Electronic Networks</li> <li>• Gambling, i.e., to play a game for money or property, to bet on an uncertain outcome</li> <li>• Possession/use of a laser pointer or shocker</li> <li>• Possession of a hoverboard, skateboard, or roller blades</li> </ul>	<p>Using the elevator without permission</p>
---	--

<ul style="list-style-type: none"> <li>• Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and/or hazing</li> <li>• 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</li> <li>• The unauthorized disclosure of confidential information of another student or staff member or any invasion of privacy of another, including but not limited to using a cellular telephone, or any other electronic or photographic device to take and/or transmit pictures of another without that person's consent. This prohibition does not include images taken in circumstances where a person has no reasonable expectation of privacy such as a spectator at, or participant in, an athletic contest.</li> <li>• Conduct that endangers the property, health, or safety of others including school employees</li> <li>• Repeated refusal or neglect to obey school/District rules, regulations, or directives</li> <li>• 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</li> <li>• Misconduct perpetuated by electronic means such as an explicit threat against a school employee, a student, or any school-related personnel if the Internet website or other platform through which the threat was made 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.</li> <li>• Misuse of school safety and security features (i.e., Nightlock, emergency call button, etc.)</li> </ul>	
---	--

## DISCIPLINARY MEASURES

Disciplinary measures may include:

- Notification of parent(s)/guardian(s)
- Removal from the classroom
- Personal counseling
- Withholding of privileges
- Detention
- In-school suspension (ISS)
- Intervention (ISI)
- Out-of-School Suspension (OSS) from school and all school-sponsored events for up to 10 days
- Suspension of bus riding privileges

- Seizure of contraband
- Restitution for property damage or theft
- Other disciplinary action
- Restorative justice measures
- Notification to law enforcement officials whenever the conduct involves illegal activities, illegal or synthetic drugs (controlled substances), look-alikes, alcohol, or weapons
- Expulsion from school and all school-sponsored events
- Restorative justice measures

## **INFRACTIONS AND CONSEQUENCES**

The following is a list of the discipline implemented for certain acts of gross disobedience or misconduct. The following list provides a minimum standard of conduct and consequences when addressing certain behaviors. It does not and cannot enumerate each and every situation or conduct for which discipline may be imposed. The progression of consequences serves as recommended guidelines. Consequences may be modified by the administrator due to the severity or nature of the incident.

(ISS was changed to ISI throughout)

### **CONTROLLED/ILLEGAL/LOOK-ALIKE SUBSTANCES (INCLUDING ALCOHOL), OR DRUG PARAPHERNALIA Possession and/or Use of a Controlled, Illegal, Synthetic, or Look-Alike Substance (including alcohol), Edibles or Drug Paraphernalia; Misuse of Legal Substances**

- 1st offense: ISI - 10-day OSS, police referral
- 2nd offense: ISI - 10-day OSS, police referral
- 3rd offense: ISI - 10-day OSS and possible recommendation for expulsion, police referral

*Length of suspension may be reduced at the discretion of the administrator/dean if an alternative assessment is completed*

### **Distribution/Possession with Intent to Deliver a Controlled, Illegal, Synthetic, or Look-Alike Substance**

- ISI - 10-day OSS, possible recommendation for expulsion, police referral

### **Drug-Related Drawings/Pictures/Writing/Material**

- 1st offense: Saturday detention
- 2nd offense: ISI - 2-day OSS
- 3rd offense: ISI - 5-day OSS

### **Smoking On or Near School Property/Possession of Tobacco/Electronic Cigarette/Vapes, or Betel Nuts**

- Saturday detention, tobacco education class or police referral

## **VIOLENCE/THREATS**

### **Gang Activity Including Graffiti on Personal or School Property**

- 1st offense: ISI - 10-day OSS, police referral\*
- 2nd+ offense: ISI - 10-day OSS, possible recommendation for expulsion, police referral\*

*\*Any incident involving gang recruitment, intimidation, or fighting that is gang-related may receive a recommendation for expulsion.*

### **Physical Attack or Assault of a Staff Member**

- ISI - 10-day OSS, possible recommendation for expulsion, police referral

### **Threat to a Staff Member, to a Staff Member's Property, or to the School Community**

- ISI - 10-day OSS, possible recommendation for expulsion, police referral

### **Possession of a Weapon/Look-alike Weapon**

- ISI - 10-day OSS, possible recommendation for expulsion, possible police referral

**Arson/Bomb Threat/False Fire Alarm**

ISI - 10-day OSS, police referral, possible recommendation for expulsion

**Possession/Use of Fireworks/Ammunition**

Saturday detention - 10-day OSS, police referral, possible recommendation for expulsion

**Vandalism**

Saturday detention - 10-day OSS, restitution for damages, police referral

**Creating a Safety Hazard or Condition for Students or Staff**

Detention - 10-day OSS, possible police referral

**Fighting/Assault/Physical Aggression**

1st offense: ISI - 10-day OSS, police referral

2nd+ offense: ISI - 10-day OSS, police referral, possible recommendation for expulsion

**Threat to Another Student**

1st offense: Saturday detention - 10-day OSS, police referral

2nd+ offense: ISI - 10-day OSS, police referral, possible recommendation for expulsion

**Bullying/Cyberbullying/Intimidation/Harassment/Sexual Harassment/Hazing/Racial Slurs**

1st offense: Saturday detention - OSS, police referral, possible recommendation for expulsion

2nd+ offense: ISI - 10-day OSS, police referral, possible recommendation for expulsion

**PROFANITY/OBSCENITY****Profanity Directed at Another Student**

1st offense: Saturday detention - ISI

2nd+ offense: ISI

**Profanity or Gestures Directed at a Staff Member**

ISI - 10-day OSS, police referral

**Profanity**

Saturday detention

**Possession/Distribution of Obscene Materials or Drawings**

1st offense: Saturday detention

2nd+ offense: ISI

**Indecent Exposure/Sexual Activity**

ISI - 10-day OSS, police referral, possible recommendation for expulsion

**TARDINESS**

Tardies 1-5: Tardies documented with warning

Tardies 6-7: Dean referral, after-school detention

Tardies 8+: Dean referral, Saturday detention, parent conference, possible withdrawal from class

**TRUANCY**

1-3 periods: After-school detention

4+ periods: Saturday detention

*\*Excessive truancy may result in withdrawal from class with a failing grade.*

**Leaving Class without Permission/Leaving the Building without Permission**

Leaving class: After-school detention

Leaving building: Saturday detention

**Fake Call to Attendance Office**

2 Saturday detentions. Absence is counted as truancy.

*\*Excessive truancy may result in withdrawal from class with a failing grade.*

**Cutting a Teacher's Detention/Late for Dean Detention/Cutting or Dismissed from a Dean Detention**

Dean detention/2 Dean detentions/Saturday detention

**Cutting Saturday Detention/Dismissal from Saturday Detention**

1st offense: ISI and Saturday detention is rescheduled for next available date

2nd+ offense: Saturday detentions, ISI, withholding of privileges

**INSUBORDINATION/DISRESPECT/CHEATING**

**Lying to a Staff Member**

Saturday detention - ISI

**Insolence/Disrespect/Insubordination**

1st offense: Detention - OSS

2nd offense: 2 Saturday detentions - OSS

3rd offense: ISI - 10-day OSS

**Cheating on Class Assignments/Tests/Plagiarism**

A student can expect one or more of the following consequences for any form of plagiarism or academic dishonesty:

STEP 1: Teacher calls the parent(s)/guardian(s)

STEP 2: Teacher submits referral to the dean's office, including date of parent contact

STEP 3: Dean will assign consequence (Detention/Saturday detention) and document in student file

STEP 4: Student is required to redo the plagiarized assignment. Failure to make up the assignment will result in a 40%.

STEP 5: Dean will notify the counselor, as well as the Activities Director & Athletic Director, which may result in withholding of privilege related to honor society membership, athletics, school events, etc.

**Inappropriate Use of Computers/Internet**

Saturday detention - Possible revocation of computer privileges

**Repeated Refusal or Neglect to Follow or Obey School/District Rules, Regulations, or Directives**

1st offense: Detention – OSS

2nd+ offense: ISI - OSS, possible recommendation for expulsion

**Inappropriate Use of Cell Phone/Tablets/Digital Camera/Digital Music Player/Smartwatch**

1st offense: Detention - Confiscation by the dean until the end of the day

2nd offense: Saturday detention - Confiscation by the dean until the end of the day

3rd offense: 2 Saturday detentions - Confiscation by the dean/administrator, returned to a

parent/guardian

*\* The use of electronic devices that infringe on the privacy and/or rights of students, faculty and staff may result in disciplinary action and possible police referral ([Policy 7.190. Student Behavior](#)).*

**DISRUPTION OF EDUCATION/INAPPROPRIATE DRESS**

**Disruption of Education**

Detention – ISI

**Wearing Inappropriate Dress: Includes but not limited to Dress Code Violations\*, Hats, Hoods, Headgear, etc.**

1st offense: Warning

2nd offense: Detention



3rd offense: Saturday detention

*\*Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day, or students will be provided with temporary school clothing to be dressed more to code for the remainder of the day, or students' parents will be called during the school day to bring alternative clothing for the student to wear for the remainder of the day. Items (e.g., hats) may be confiscated by dean/administrator until the end of the day.*

#### **Public Display of Affection**

1st offense: Warning  
2nd offense: After-school detention  
3rd offense: Saturday detention

#### **Inappropriate Physical Contact**

Detention – ISI, possible police referral

#### **THEFT**

##### **Theft/Theft from cafeteria/Trying to break into lockers**

ISI - 10 day OSS, restitution, possible police referral

##### **Misuse of Pass/Forgery of Pass/Possession of a Stolen Pass**

Detention/Saturday detention

#### **PARKING VIOLATIONS**

##### **Driving to TCD without Permission**

1st offense: After-school detention  
2nd offense: Saturday detention  
3rd offense: Possible withdrawal from TCD

##### **Parking Violations**

1st-3rd offense: \$10.00 fine, reduced to \$5.00 if paid within 3 days  
4th offense: Possible revocation of parking privilege for students possessing a permit; any other students will be barred from future parking registration; all are subject to towing

##### **Buying or Selling a Parking Tag**

Saturday detention - Revocation of parking privileges/barred from future parking registration

**The above guidelines, although thorough, are not exhaustive. Changes may be made in order to comply with federal, state, or local regulations or Board of Education policies.**

#### **6.40 PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

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 and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

##### **HARASSMENT PROHIBITED**

~~No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental~~

disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

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

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;

#### Definitions from 105 ILCS 5/27-23.7

<ul style="list-style-type: none"> <li>• Causing a substantially detrimental effect on the student's or students' physical or mental health;</li> <li>• Substantially interfering with the student's or students' academic performance; or</li> <li>• Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.</li> </ul> <p><i>Cyberbullying</i> means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. <i>Cyberbullying</i> includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of <i>bullying</i>. <i>Cyberbullying</i> also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of <i>bullying</i>.</p> <p><i>Bullying</i> may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or a leging an act of bullying. This list is meant to be illustrative and non-exhaustive.</p> <p>Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.</p>	<p>Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. (<a href="#">Policy 7:20, Harassment of Students Prohibited</a>; <a href="#">Policy 7:180, Prevention of and Response to Bullying, Intimidation and Harassment</a>; <a href="#">Policy 7:190, Student Behavior</a>; <a href="#">Policy 2:260, Uniform Grievance Procedure</a>)</p>
--	--

**SEXUAL HARASSMENT PROHIBITED**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

**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.

**MAKING A REPORT OF COMPLAINT**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender. ([Policy 7:20, Harassment of Students Prohibited](#), [Policy 7:185, Teen Dating Violence Prohibited](#))

**Harassment Prohibited**

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

**Sexual Harassment Prohibited (Title IX)**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

**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.

	<p><b>Making a Report or Complaint</b></p> <p>Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender. (<a href="#">Policy 7:20. Harassment of Students Prohibited</a>, <a href="#">Policy 7:185. Teen Dating Violence Prohibited</a>)</p>
--	--

## 7.10 ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC NETWORKS

<p><b>ACCEPTABLE ACCESS AND USE OF TECHNOLOGY</b>  All use of technology shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The Acceptable Use of the District's Electronic Networks Agreement does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of Acceptable Use of the District's Electronic Networks Agreement may result in the loss of privileges, disciplinary action, and/or appropriate legal action. The acknowledgement in StudentVUE and ParentVUE is legally binding and indicates that students and parents/guardians have read the terms and conditions carefully and understand their significance.</p> <p>All material published on the District website or within Google G Suite must have educational value and/or support the district's guidelines, goals, and policies. Material appropriate for web publishing included information about the district and its Board Members, agendas, policies, appropriate administrative procedures, department activities or services, schools, teachers or classes, student projects, and student extracurricular organizations. Personal information, not related to education, will not be allowed on the district website.</p> <p><b>USAGE GUIDELINES</b>  <b>Acceptable Access and Use</b> – Access to District technology must be for the purpose of education or research, and be consistent with the educational objectives of the District.</p> <p><b>Privileges</b> – The use of District technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Executive Director of Technology and Superintendent or designee will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time.</p>	<p>All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.</p> <p><b>Terms and Conditions</b></p> <p>The term electronic networks includes all of the District's technology resources, including, but not limited to:</p> <ol style="list-style-type: none"> <li>1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;</li> <li>2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;</li> <li>3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.</li> </ol> <p><b>Acceptable Use</b> – Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.</p> <p><b>Privileges</b> – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.</p> <p><b>Unacceptable Use</b> – The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:</p> <ol style="list-style-type: none"> <li>1. Using the electronic networks for any illegal activity, including violation of copyright or other</li> </ol>
---	---

~~Copyright Web Publishing Rules — Copyright law and District policy prohibit the republishing of text or graphics without explicit written permission or proper citation.~~

- ~~For each re-publication on a website (e.g., Google Sites, WeVideo, etc.) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.~~
- ~~The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.~~
- ~~The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.~~
- ~~A student wanting to create a website shall only use Google Sites with their district-issued account. Proper etiquette and network usage rules mentioned in these guidelines apply to all student websites.~~

~~Network Etiquette — Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:~~

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

#### ~~USE OF ELECTRONIC MAIL (EMAIL)~~

- ~~The District’s electronic mail system, Gmail with G Suite, and its constituent software, hardware, and data files, are owned and controlled by the school district. The school district provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.~~
- ~~The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.~~

intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;

2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user’s account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user’s identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District’s electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.

- Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email that would be inappropriate in a letter or memorandum.  
Emails transmitted via the school district's network carry with them identification of the user's internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken in the composition of such messages and how such messages might reflect on the name and reputation of this school district. Users will be held personally responsible for the content of any and all emails transmitted to external recipients.
- Any message received from an unknown sender via the internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any digital message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- Use of the school district's email system constitutes consent to these regulations.

#### INTERNET SAFETY

Internet access is limited to only those "acceptable uses" as detailed in these procedures.

- Internet safety is most assured if users will not engage in "unacceptable uses" as detailed in these procedures and otherwise follow these procedures.
- Staff members shall supervise students while students are using district internet access to ensure that the students abide by the Terms and Conditions for internet access contained in these procedures.
- Each district computer with internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices.  
An administrator, supervisor, or another authorized person may disable the filtering device for bona fide research or another lawful purpose provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:
  - Limiting student access to inappropriate matter as well as restricting access to harmful materials

- Consider all communications and information accessible via the electronic networks to be private property.

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

**Indemnification** – By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

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

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

**Copyright Web Publishing Rules** – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are

- Student safety and security when using electronic communications
- Limiting unauthorized access, including "hacking" and other unlawful activities
- Limiting unauthorized disclosure, use, and dissemination of personal identification information.
- The system administrator and Building Principals shall monitor student internet access.

#### TECHNOLOGY REPAIR AND REPLACEMENT

Students will be assessed for repair/replacement of damaged/lost technology components. Costs per item are available on the District Department of Innovation and Technology page of the website.

#### UNACCEPTABLE USE

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

- Knowingly using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused
- Downloading copyrighted material for other than personal use
- Using the network for private financial or commercial gain
- Wastefully using resources, such as file space
- Hacking or gaining unauthorized access to files, resources or entities
- Intentionally invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature
- Using another user's account or password
- Posting material authored or created by another without his/her consent
- Posting anonymous messages
- Using the network for commercial or private advertising
- Intentionally accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
- Using the network while access privileges are suspended or revoked
- Using encrypted communication without prior approval from the Superintendent or his designee
- Using the network for the spread of viruses or to disrupt or destroy network operation

3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

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

#### Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.



• ~~Using the network for the spread of cyberbullying~~

~~Charges—The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges, and/or equipment or line costs. Any and all such unauthorized charges or fees shall be the responsibility of the user.~~

~~Confidentiality—Employees shall maintain the confidentiality of student records in their use of district computers. Confidential student information should not be loaded onto the network without prior administrative approval.~~

~~Indemnification—Users agree to indemnify the district for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any breach of this authorization.~~

~~Monitoring of Personal Use—As a condition of using the internet, including email communication, through district computers or internet access, employees consent to monitoring and inspection by school administration of personal use of district computers. Such monitoring and inspection shall include any and all electronic mail communications made or attempted to be made or received by employees and all materials downloaded by employees.~~

~~No Warranties—The Board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Board will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The Board denies any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the internet. Further, the Board denies responsibility for any information that may be lost, damaged, altered, or unavailable when using the internet.~~

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

~~Social Network Access—The district may require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the district has reasonable cause to believe that the student's account on the social network website~~

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

<p>contains evidence that the student has violated a school disciplinary rule or policy.</p> <p>Vandalism—Vandalism will result in cancellation of privileges, restitution, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy technology or data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses. (Policy 6:235, Access to Electronic Networks) <a href="#">(Policy 6:235, Access to Electronic Networks)</a></p>	
--	--

## 7.20 GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS

<p>Students may distribute non school sponsored written material at school in accordance with the school's distribution rules. Students may not, however, distribute at school written material that is:</p> <ul style="list-style-type: none"> <li>● Obscene or libelous, invades the privacy of others, will cause substantial disruption to the proper and orderly operation and discipline of the school or school activities, or advocates conduct otherwise inconsistent with shared values of a civilized social order, or</li> <li>● Religious material that other students could reasonably believe is school sponsored or endorsed.</li> </ul> <p>Distribution "at school" includes distribution on school property or at school related activities. Students should be warned that they are responsible for the content of their publications and that they may be subject to lawsuits for printing libel, slander, obscenity, known falsehoods, reckless disregard for the truth, or defamation. Students who distribute forbidden material or who write or publish such material for distribution at school engage in gross disobedience and misconduct and may be disciplined. No written or printed material may be distributed or posted in the school building or on school grounds without the permission of the administration that may designate time, place, manner and conditions of such distribution, in order to avoid interference with the regular school process. The school shall require that all printed matter and petitions distributed on school property bear the name of the sponsoring organization and the name of one individual in the organization. <a href="#">(Policy 7:315, Restrictions on Publications; High Schools)</a></p>	<p>A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:</p> <ol style="list-style-type: none"> <li>1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.</li> <li>2. The material may be distributed at times and locations determined by the building principal, e.g., before the beginning or ending of classes at a central location inside the building.</li> <li>3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.</li> <li>4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.</li> <li>5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.</li> <li>6. Students must not distribute material that:             <ol style="list-style-type: none"> <li>1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;</li> <li>2. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;</li> <li>3. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by</li> </ol> </li> </ol>
---	---

	<p>School Board Policy and Student Handbook,</p> <ol style="list-style-type: none"> <li>4. Is reasonably viewed as promoting illegal drug use;</li> <li>5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students;<sup>1</sup> or</li> <li>6. Incites students to violate any Board policy.</li> <li>7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.</li> <li>8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.</li> </ol> <p>A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.</p>
--	---

## 7.25 GUIDELINES FOR SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS AND WEBSITES

<p><del>School-sponsored publications and productions are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission. All student media shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated. The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.</del></p> <p><u><a href="#">(Policy 7:315. Restrictions on Publications; High Schools)</a></u></p>	<p>School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.</p> <p>Student journalists must:</p> <ol style="list-style-type: none"> <li>1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;</li> <li>2. Produce media based upon professional standards of accuracy, objectivity, and fairness;</li> <li>3. Review material to improve sentence structure, grammar, spelling, and punctuation;</li> <li>4. Check and verify all facts and verify the accuracy of all quotations;</li> <li>5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of</li> </ol>
---	--

	<p>differing opinions within the same media to align with the District's media literacy curriculum mandate; and</p> <p>6. Include an author's name with any personal opinions and editorial statements, if appropriate.</p> <p>Student journalists may not create, produce, or distribute school sponsored media that:</p> <ol style="list-style-type: none"> <li>1. Is libelous, slanderous, or obscene;</li> <li>2. Constitutes an unwanted invasion of privacy;</li> <li>3. Violates Federal or State law, including the constitutional rights of third parties; or</li> <li>4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.</li> </ol> <p>The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.</p> <p>The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.</p> <p>No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, District or an expression of Board policy.</p>
--	--

#### 10.10 EDUCATION OF CHILDREN WITH DISABILITIES

<p><b>SPECIAL EDUCATION PROGRAMS</b></p> <p><del>A full spectrum of special education programs and services is available to any student who is identified as having special needs. Eligibility for special education services is determined in accordance with the criteria enumerated within State and federal law. The District's Special Education Department serves students with learning, emotional, developmental, physical and cognitive disabilities, autism, hearing, vision, speech and language and other health impairments. Students may be served through the regular education program with or without accommodations and/or modifications or through special education classes with a regular or specialized curriculum.</del></p>	<p>It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.</p> <p>The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22</p>
---	--

#### OCCUPATIONAL AND PHYSICAL THERAPISTS

Physical and occupational therapy are two of the related services of Special Education mandated by the Individuals with Disabilities Act (IDEA). There are several ways a student can receive physical and occupational services in an educational setting. To receive services, students must have an Individualized Educational Plan (IEP). School-based therapy services strive to facilitate the students' potential for functional independence and participation in educational activities. This differs from a medical model of therapy services, which focuses on medical needs.

#### PSYCHOLOGY AND SOCIAL WORK SERVICES

The school psychologist and social worker provide consultation and support to children and to classroom teachers who work with children experiencing social, developmental, and academic problems.

#### READING SUPPORT TEACHERS

A certified reading teacher is assigned to each school to assist both students and teachers in diagnosing and treating student reading problems.

#### SCHOOL NURSES

Certified school nurses maintain a regular weekly schedule of school visitation and are available by phone. Other school personnel may administer first aid and medication.

#### STUDENT SERVICES TEAM

A team of specialists is available in each school to identify and help students who have special learning needs.

#### SPEECH AND LANGUAGE PATHOLOGY SERVICES

The speech pathologist evaluates and treats students who have communication concerns. They include stuttering, difficulty with forming sounds, voice disorders, and language disorders.

Please contact the Special Education Office at 630-784-7364 (North) and 630-784-7200 ext. 4052 (South) for information regarding the referral process for a student who may require special education services.

#### SECTION 504 SERVICES

Students with disabilities who do not qualify for an Individualized Education Program (IEP) may qualify for services under Section 504 of the Federal Rehabilitation Act of 1973, if the student: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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

Parents/guardians who believe their child meets one of the above categories and requires reasonable accommodations may contact:

Alexis Hanson

Executive Director of Special Education

Community Unit School District 200 School Service Center  
130 W. Park Avenue, Wheaton, IL 60189

630-682-2007

[Alexis.Hanson@cusd200.org](mailto:Alexis.Hanson@cusd200.org)

[\*\(Policy 6:120, Education of Children with Disabilities\)\*](#)

Parents/guardians who believe their child meets one of the above categories and requires reasonable accommodations may contact the Executive Director of Special Education, Mrs. Alexis Hanson, at Alexis.Hanson@cusd200.org, or 630-682-2007, for more information regarding identification, assessment, and placement. (Policy 6:120, Education of Children with Disabilities)

Mrs. Alexis Hanson  
Executive Director of Special Education  
Section 504 Coordinator  
Community Unit School District 200 School Service Center  
130 W. Park Avenue, Wheaton, IL 60189  
630-682-2007  
Alexis.Hanson@cusd200.org

For further information on notice of non-discrimination, visit the U.S. Department of Education Office of Civil Rights that serves your area, or call 1-800-421-3481.

## 11.10 STUDENT PRIVACY PROTECTIONS

### RELEASE OF STUDENT RECORDS & STUDENT DIRECTORY INFORMATION

Federal law requires that District 200, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, District 200 may disclose appropriately designated "directory information" without your consent, unless you advise the District to the contrary. The primary purpose of directory information is to allow District 200 to include this type of information from your child's education records in certain school publications. For example:

- A playbill showing your student's name in a drama or musical production
- Yearbook
- Class lists
- Honor roll or recognition lists
- Award programs
- Sports or co-curricular activity sheets such as wrestling, football, marching band or student council
- Directory information can also be disclosed to outside organizations without prior written consent, for example, school picture and yearbook companies.

Directory information is identifying information such as: name, address, gender, grade level, birth date and place, awards or honors, school activities, height & weight (members of athletic teams), field of study, period of school attendance, and photographs, degrees, and most recent educational agency attended.

### Surveys

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

#### Surveys by Third Parties

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

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

#### Surveys Requesting Personal Information

~~Parents/guardians who do not want District 200 to disclose directory information from their student's educational records without their written consent must login to ParentVUE and edit student information settings.~~

~~The District is also required to provide military recruiters, upon request, with the names, addresses and telephone numbers of high school juniors and seniors unless parents have advised the school in writing that they do not want their student's information disclosed without their prior written consent.~~

#### **PROTECTING STUDENT AND STAFF PRIVACY**

- ~~Personal information concerning students or staff members, including home addresses and telephone numbers, shall not be published on district webpages.~~
- ~~Student records shall not be disclosed through the regular District 200 website.~~
- ~~A student's last name and last name initial shall not be published on district websites (exceptions may be made for special circumstances with prior approval through the Director of Communications).~~
- ~~In special circumstances (e.g., where accolades are warranted), the sponsoring staff member should contact the Building Principal who may seek permission from the student's parents/guardians.~~
- ~~Student email addresses, whether a personal or District account, shall not be listed on any district website.~~

~~(Policy 7:15, Student and Family Privacy Rights)~~

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

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

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

#### **Instructional Material**

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

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

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

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

	<p>telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.</p> <p>Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:</p> <ol style="list-style-type: none"> <li>1. College or other postsecondary education recruitment, or military recruitment.</li> <li>2. Book clubs, magazines, and programs providing access to low-cost literary products.</li> <li>3. Curriculum and instructional materials used by elementary schools and secondary schools.</li> <li>4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.</li> <li>5. The sale by students of products or services to raise funds for school-related or education-related activities.</li> <li>6. Student recognition programs.</li> </ol> <p>Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.</p> <p>A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.</p> <p>A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.  <a href="#">(Policy 7:15, Student and Family Privacy Rights)</a></p>
--	--

## 11.20 STUDENT RECORDS

<p>The District maintains a temporary and permanent record for each student. A permanent record shall include the following:</p> <ul style="list-style-type: none"> <li>• State achievement test results from grades K-8</li> <li>• Home language survey form</li> <li>• Serious disciplinary infractions</li> <li>• DGFS reports</li> <li>• Health related information</li> </ul>	<p>A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including</p>
--	--



- Accident reports

The temporary record may also contain the following:

- Family background
- Intelligence/aptitude scores
- Psychological reports
- Elementary and secondary achievement test results
- Honors/awards
- Activities/athletics
- Teacher anecdotal records
- Other disciplinary information
- Special education files
- Information pertaining to the release of the temporary record
- Other relevant information not required to be in the permanent record

Information in the temporary record will indicate authorship and date. The district will retain the student's permanent record for at least 60 years and the temporary record for at least five years after the student has graduated, transferred or permanently withdrawn.

#### ACCESS TO STUDENT RECORDS

The parents/guardians of a student under the age of 18 or a designee of such parents/guardians shall be entitled to inspect and copy information in the student's school records in the presence of a staff member. When a student reaches age eighteen (18), graduates from secondary school, marries or enters military service, all rights and privileges accorded to parents/guardians regarding student records become exclusively the rights of the student. In cases of parental divorce or separation, both parents shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise.

The District may charge the actual cost of providing a copy of school records. No parent/guardian or student shall be denied a requested copy of school records due to the inability to bear the cost of such copying.

In addition, the information in a student's record may be released without parent consent or notice as follows:

- To an employee or official of the school or State Board with a current demonstrable educational or administrative interest in the students, in furtherance of that interest;
- To any person for the purpose of research, statistical reporting or planning provided no student or parent can be identified from the information released and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;

electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.** Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will

- To a governmental agent or social service agency contracted by a governmental agent in furtherance of an investigation of the student's attendance pursuant to the compulsory attendance laws of the state:

Information can be released without parent consent provided notice of the release is given to the parent as soon as possible under the following circumstances:

- In an emergency when information in the student records is necessary to protect the health or safety of the student or others
- Pursuant to a court order, provided that the parent is given prompt written notice upon receipt of such order of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect and copy the school student records and to challenge their contents pursuant to the procedure set forth herein

Information can be released without parent consent provided prior written notice is given to the parent under the following circumstances:

- To the official records custodian of another school within Illinois or an official with similar responsibilities of a school outside of Illinois, in which the student has enrolled or intends to enroll, upon the request of such official or student
- To any person as specifically required by state or federal law
- To juvenile authorities as defined in the Illinois School Student Records Act when:
  - necessary for the discharge of their official duties
  - who request information prior to adjudication of the student
  - who certify in writing that the information will not be disclosed to any other party except as provided by law or court order.

#### CHALLENGES TO STUDENT RECORDS

Parent(s)/guardian(s) may challenge the accuracy, relevancy or propriety of any entry within a student record. Academic grades and references to student expulsions or out-of-school suspension may not be challenged under these provisions except as to the accuracy of the recording. Parents/guardians may also insert into their child's student record a statement of reasonable length stating their position on any disputed information contained in the student record. The district will include a copy of the statement in any release of the information in dispute. Please contact the Superintendent's Office to obtain a copy of the procedures for initiating a challenge to a student's record.

#### TRANSCRIPTS

notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such

Official transcripts are released only when the student or parent has filled out the transcript request form and paid school fees. While official transcripts are not released to a student or a student's parent, an unofficial copy of the transcript can be released directly to the student and/or parent. Official transcripts will only be mailed to the receiving agency. Once a student has turned 18 years of age, that student is the only person who can sign for transcripts. Parents or siblings may not legally request the transcripts for a person who is 18 years of age or older. (Policy 7:340, Student Records)

information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to:
  - Name
  - Address
  - Grade level
  - Birth date and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school

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

**7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon

	<p>their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.</p> <p><b>8. The right contained in this statement:</b> No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.</p> <p><b>9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.</b> The name and address of the Office that administers FERPA is:</p> <p>U.S. Department of Education Student Privacy Policy Office 1-855-249-3072 <a href="#">(Policy 7:340, Student Records)</a></p>
--	---

## 12.30 HOMELESS CHILD'S RIGHT TO EDUCATION

<p><b>HOMELESS STUDENTS</b></p> <p><del>Students are considered homeless when they lack a fixed, regular and adequate nighttime place of abode or have a primary nighttime place of abode that is:</del></p> <ul style="list-style-type: none"> <li><del>• a supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);</del></li> <li><del>• an institution that provides a temporary residence for individuals intended to be institutionalized; or</del></li> <li><del>• a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.</del></li> </ul> <p><del>A parent/guardian of a homeless student may enroll that student in either the "school of origin" or in the school for the attendance area in which the student temporarily resides. "School of origin" is the school that the student attended when permanently housed or the school in which the student was last enrolled. Homeless students shall be enrolled immediately, even if they are unable to provide records normally required for enrollment. Upon enrollment, homeless students shall be referred to an assigned counselor for additional information. No student will be denied enrollment because of any failure to present his/her permanent or temporary record from a school</del></p>	<p>When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:</p> <ol style="list-style-type: none"> <li>1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or</li> <li>2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.</li> </ol> <p><a href="#">(Policy 6:140, Education of Homeless Children)</a></p>
--	---

<p>previously attended. (Policy 6:140, Education of Homeless Children)</p> <p><b>HOMELESS EDUCATION LIAISON</b>  Dr. Christopher Silagi  Assistant Superintendent for Student Services  Community Unit School District 200 School Service Center  130 W. Park Avenue, Wheaton, IL 60189  630-682-2019  <a href="mailto:christopher.silagi@cusd200.org">christopher.silagi@cusd200.org</a></p>	
---	--

## 12.90 MANDATED REPORTER

<p><b>CHILD ABUSE REPORTING</b>  When a school staff member has reasonable cause to suspect a student has suffered physical or sexual abuse or neglect, he/she is required to report that suspicion to the Illinois Department of Children and Family Services Hotline, 1-800-25-ABUSE (800-252-2873). The "reporter" of the suspect case is protected by law, and his/her anonymity and confidentiality is maintained. School personnel is not obligated by law to inform parents when they report suspected child abuse or neglect. (Policy 5:90, Abused and Neglected Child Reporting)</p>	<p>All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services. The mandated reporter is protected by law, and his/her anonymity and confidentiality is maintained. School personnel is not obligated by law to inform parents when they report suspected child abuse or neglect. (<a href="#">Policy 5:90, Abused and Neglected Child Reporting</a>)</p>
---	---

## 12.105 STUDENT PRIVACY

<p>Student work (i.e., creative writing, visual arts), pictures, and videos of students may occasionally appear in school or district publications (a collection of student artwork or writings, a student drawing on a music program handout, sports or performance programs), including but not limited to the social media, yearbook, newsletters, and website postings. If the student is not opted out of media release, consent or notice is not needed before the school uses such material if the student is not identified. Parental permission is required if a student or his/her work is identified by name in a publication or website. While the school limits access to buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.</p>	<p>The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students.</p>
--	---

## 12.130 PARENT NOTICES REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT

<p><b>TITLE I PARENTS' RIGHT-TO-KNOW</b>  In accordance with ESEA Section 111(h)(6), every parent/guardian of a student in a Title I school has the right and to request information regarding the professional</p>	<p>I. Teacher Qualifications</p> <p>A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your</p>
---	--

qualifications of their child's classroom teacher including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or another provisional status through the state qualification or licensing criteria have been waived.
- 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.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If a child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify the parent/guardian. (Policy 5:190, Teacher Qualifications)

student's classroom teachers, including, at a minimum, whether:

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

## II. Testing Transparency

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

## III. Annual Report Card

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

## IV. Parent & Family Engagement Compact (Title 1 Schools Only)

## V. Student Privacy

Students have certain privacy protections under federal law.

## VI. Multilingual Learners

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

## VII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure 12:30. For further information on any of the above matters, please contact the building principal.

[\(Policy 6.170, Title 1 Programs\)](#)

## ➤ Handbook Additions

### **CHAPTER 1: INTRODUCTORY INFORMATION & GENERAL NOTICES**

- 1.30 General School Information
- 1.40 Visitors
- 1.50 Equal Educational Opportunities and Sex Equity
- 1.60 Animals on School Property
- 1.70 School Volunteers
- 1.90 Emergency School Closings
- 1.100 Video and Audio Monitoring Systems
- 1.110 Accommodating Individuals with Disabilities
- 1.120 Students with Food Allergies
- 1.140 Suicide and Depression Awareness and Prevention
- 1.160 Parent Organizations and Booster Clubs
- 1.170 Student Appearance
- 1.180 Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations
- 1.185 Faith's Law Notifications
- 1.190 Prevention of Anaphylaxis
- 1.200 Sexual Abuse Response and Prevention Resource Guide

### **CHAPTER 2: ATTENDANCE, PROMOTION & GRADUATION**

**7**

- 2.10 Attendance
- 2.20 Student Absences
- 2.40 Make-Up Work
- 2.50 Truancy
- 2.60 Grading and Promotion
- 2.80 Exemption From PE Requirement
- 2.90 Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement
- 2.110 Early Graduation [HS]
- 2.120 High School Graduation Requirements [HS]
- 2.130 Complaints About Curriculum, Instructional Materials, and Programs

### **CHAPTER 6: DISCIPLINE & CONDUCT**

**19**

- 6.10 General Building Conduct
- 6.20 School Dress Code & Student Appearance
- 6.30 Student Behavior
- 6.40 Prevention of and Response to Bullying, Intimidation, and Harassment
- 6.42 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited
- 6.45 Sexual Harassment & Teen Dating Violence Prohibited
- 6.50 High School Cafeteria Rules
- 6.60 Field Trips
- 6.70 Access to Student Social Networking Passwords & Websites

### **CHAPTER 7: INTERNET, TECHNOLOGY & PUBLICATIONS**

**32**

- 7.10 Acceptable Use of the District's Electronic Networks
- 7.20 Guidelines for Student Distribution of Non-School Sponsored Publications
- 7.25 Guidelines for School-Sponsored Publications, Productions and Websites [HS]
- 7.40 Annual Notice to Parents about Educational Technology Vendors under the Student Online Personal Protection Act

### **CHAPTER 10: SPECIAL EDUCATION**

**42**

10.10	Education of Children with Disabilities	
10.20	Discipline of Students with Disabilities	
10.30	Exemption from PE Requirement [HS] (Regular Education0	
10.40	Certificate of High School Completion [HS]	
10.60	Related Service Logs	
10.70	PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians	
<b>CHAPTER 11: STUDENT RECORDS &amp; PRIVACY</b>		<b>44</b>
11.10	Student Privacy Protections	
11.20	Student Records	
11.30	Student Biometric Information	
<b>CHAPTER 12: PARENTAL RIGHT NOTIFICATIONS</b>		<b>47</b>
12.10	Teacher Qualifications	
12.20	Standardized Testing	
12.30	Homeless Child's Right to Education	
12.60	Multilingual Learners	
12.70	School Visitation Rights	
12.80	Pesticide Application Notice	
12.90	Mandated Reporter	
12.105	Student Privacy	
12.110	Sex Offender Notification Law	
12.130	Parent Notices Required by the Every Student Succeeds Act	
12.140	Uniform Grievance Procedure	

#### 1.60 ANIMALS ON SCHOOL PROPERTY

	In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment. ( <a href="#">Policy 6:100. Using Animals in the Educational Program</a> )
--	--

#### 1.70 SCHOOL VOLUNTEERS

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



	<p>notify parents. For school-wide volunteer opportunities, please contact the building principal.</p> <p>Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination. (<a href="#">Policy 6:250, Community Resource Persons and Volunteers</a>)</p>
--	---

#### 1.170 STUDENT APPEARANCE

	<p><b>1.170 STUDENT APPEARANCE (POLICY UPDATED 1/10/24)</b></p> <p>A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. (<a href="#">Policy 7:160, Student Appearance</a>)</p>
--	--

#### 1.185 FAITH'S LAW NOTIFICATIONS

	<p>School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. (<a href="#">Policy 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest</a>)</p>
--	---

#### 1.190 PREVENTION OF ANAPHYLAXIS

	<p>While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal. (<a href="#">Policy 7:285, Anaphylaxis Prevention, Response, and Management Program</a>)</p>
--	---

#### 1.200 SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE

	<p>The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at <a href="http://www.isbe.net">www.isbe.net</a> or you may request a copy of this guide by contacting the school's office.</p>
--	--

## 2.50 TRUANCY

	<p>Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.</p> <p>Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.</p> <p>If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:</p> <ul style="list-style-type: none"> <li>• Referral to the truancy officer</li> <li>• Appropriate school support/discipline</li> </ul> <p>A student who misses 10 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school will be unenrolled from school.</p> <p>A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. (<a href="#">Policy 7:70. Attendance and Truancy</a>)</p>
--	--

## 2.80 EXEMPTION FROM PE REQUIREMENT

	<p>In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be</p>
--	--

	<p>based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.</p> <p>A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.</p> <ol style="list-style-type: none"> <li>1. Enrollment in a marching band program for credit;</li> <li>2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;</li> <li>3. Ongoing participation in a varsity interscholastic athletic program (student must be in the 11th or 12th grade);</li> <li>4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or</li> <li>5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).</li> </ol> <p>Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.</p> <p>State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.</p> <p>Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:</p> <ol style="list-style-type: none"> <li>1. The time of year when the student's participation ceases;</li> <li>2. The student's class schedule; and</li> <li>3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above.</li> </ol>
--	---

	<a href="#"><i>(Policy 6:310. High School Credit for Non-District Experiences; Course Substitutions, Re-entering Students; (Policy 7:260. Exemption from Physical Education)</i></a>
--	--

## **2.130 COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS, AND PROGRAMS**

	<p>Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy. Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form. <a href="#"><i>(Policy 6:260. Complaints About Curriculum, Instructional Materials, and Programs)</i></a></p>
--	--

## **6.42 DISCRIMINATION AND HARASSMENT ON THE BASIS OF RACE, COLOR, AND NATIONAL ORIGIN PROHIBITED**

### **RESPONSE PROTOCOL TO ACTS OF HATE AND RACISM**

The Board of Education and District administration of Community Unit School District 200 recognizes that in order to inspire all to achieve their greatest potential, that we must lead and engage in a shared commitment to a culture and climate of equity. We pledge to foster educational equity for all by actively working to remove systemic barriers by ensuring that all policies, practices, and procedures support and affirm the talents of all, regardless of race, gender, sexual orientation, physical abilities, language, socio-economics, religion or cultural background. We recognize that equity work is ongoing, and we pledge to actively engage the entire District 200 community, including students, families, educators, and other stakeholders in our ongoing journey to provide high-quality academic and positive school/social environments for all.

#### **Foundational Beliefs**

- A person's race or identity should never be used as an insult or to hurt someone
- Derogatory slurs and hateful language are unacceptable
- The safety and inclusion of all is our top priority
- A person's race or identity will not be a barrier to access and achieving their maximum potential
- We believe that any act of aggression, intended or unintended, is not acceptable

#### **What is an act of hate and/or racism?**

- Hurtful acts and crimes that include but are not limited to use of derogatory language (including gestures, generalized language toward a group, and symbols), social media activity, assault, bullying, cyberstalking, harassment, trespassing, disorderly conduct, and damage to property.

#### **How does one report an act of hate or racism?**

- Report the incident to an administrator, teacher, coach, or staff member in person or via email
- Utilize the Report Safety Issue link on any school webpage

**Response and follow up steps to an act of hate or racism may include the following immediate actions:**

- Access the expertise of deans, school social workers, counselors, parents, psychologists, behavior specialists, and emotional wellness personnel
- Provide care, attention and safety to targeted individuals
- Investigate and denounce and take action against any act of racism or hate
- Determine the need for communication with the school community
- Apply restorative practices with fidelity and follow up
- Continue to reinforce a culture & climate of equity in our schools
- Encourage and strengthen trusting relationships

*([Policy 7:20. Harassment of Students Prohibited](#), [Policy 7:180. Prevention of and Response to Bullying, Intimidation and Harassment](#),*

*[Policy 7:190. Student Behavior](#), [Policy 2:260. Uniform Grievance Procedure](#))*

#### **6.60 FIELD TRIPS**

	<p>Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:</p> <ul style="list-style-type: none"> <li>• Failure to receive appropriate permission from parent/guardian or teacher;</li> <li>• Failure to complete appropriate coursework;</li> <li>• Behavioral or safety concerns;</li> <li>• Denial of permission from administration;</li> <li>• Other reasons as determined by the school.</li> </ul> <p><i>(<a href="#">Policy 6:240. Field Trips</a>)</i></p>
--	--

#### **6.70 ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES**

	<p>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. <i>(<a href="#">Policy 7:140. Search and Seizure</a>)</i></p>
--	---

#### **7.40 ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS UNDER THE STUDENT ONLINE PERSONAL PROTECTION ACT**

	<p>School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.</p> <p>Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and</p>
--	--

	<p>other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as <i>operators</i>. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.</p> <p>Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.</p> <p>In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:</p> <ul style="list-style-type: none"> <li>• Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password and student ID number</li> <li>• Demographic information</li> <li>• Enrollment information</li> <li>• Assessment data, grades, and transcripts</li> <li>• Attendance and class schedule</li> <li>• Academic/extracurricular activities</li> <li>• Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)</li> <li>• Conduct/behavioral data</li> <li>• Health information</li> <li>• Food purchases</li> <li>• Transportation information</li> <li>• In-application performance data</li> <li>• Student-generated work</li> <li>• Online communications</li> <li>• Application metadata and application use statistics</li> <li>• Permanent and temporary school student record information</li> </ul> <p>Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:</p> <ul style="list-style-type: none"> <li>• Instruction in the classroom or at home (including</li> </ul>
--	--

	<p>remote learning)</p> <ul style="list-style-type: none"> <li>• Administrative activities</li> <li>• Collaboration between students, school personnel, and/or parents/guardians</li> <li>• Other activities that are for the use and benefit of the school district</li> </ul> <p><a href="#"><i>(Policy 7:345 Use of Educational Technologies: Student Data Privacy and Security)</i></a></p>
--	---

### 10.30 EXEMPTION FROM PE REQUIREMENT [HS]

	<p>A student who is eligible for special education may be excused from physical education courses in either of the following situations:</p> <ol style="list-style-type: none"> <li>1. (a) is in grades 3-12, (b) IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or</li> <li>2. (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.</li> </ol> <p>A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.</p>
--	--

### 10.40 CERTIFICATE OF HIGH SCHOOL COMPLETION [HS]

	<p>A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.</p> <p><a href="#"><i>(Policy 6:300. Graduation Requirements)</i></a></p>
--	--

### 10.60 RELATED SERVICE LOGS

	<p>For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.</p> <p><a href="#"><i>(Policy 7:340 School Student Records)</i></a></p>
--	---

	<p>For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.</p> <p><i>(Policy 7:340 School Student Records)</i></p>
--	---

#### 10.70 PUNS (PRIORITIZATION OF URGENCY OF NEED FOR SERVICES) DATABASE INFORMATION FOR STUDENTS AND PARENTS OR GUARDIANS

	<p>The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.</p> <p>IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.</p> <p>Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.</p> <p>For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <a href="https://www.dhs.state.il.us/page.aspx?item=41131">https://www.dhs.state.il.us/page.aspx?item=41131</a>.</p> <p>You may also contact the following District employee for assistance:</p> <p>Mrs. Alexis Hanson Executive Director of Special Education Community Unit School District 200 School Service Center 130 W. Park Avenue, Wheaton, IL 60189 630-682-2007 <a href="mailto:Alexis.Hanson@cusd200.org">Alexis.Hanson@cusd200.org</a></p>
--	---

#### 11.30 STUDENT BIOMETRIC INFORMATION

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



	<a href="#">(Policy 7:340. Student Records)</a>
--	---

## 12.10 TEACHER QUALIFICATIONS

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

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

If you would like to receive any of this information, please contact the school office. [\(Policy 5:190. Teacher Qualifications\)](#)

## 12.20 STANDARDIZED TESTING

	<p>Students and parents/guardians should be aware that the State and District require students to take certain standardized tests.</p>
--	--

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

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

	<ol style="list-style-type: none"> <li>6. Teach students the importance of honesty and ethics during the performance of these and other tests;</li> <li>7. Encourage students to relax on testing day.</li> </ol> <p><a href="#"><i>(Policy 6:340, Student Testing and Assessment Programs)</i></a></p>
--	---

#### 12.70 SCHOOL VISITATION RIGHTS

	<p>The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.</p> <p><a href="#"><i>(Policy 8:95 Parental Involvement)</i></a></p>
--	--

#### 12.80 PESTICIDE APPLICATION NOTICE

	<p><del>Pesticides will not be applied on the paved surfaces, playgrounds, or playing fields of any school serving grades K-8 during a school day or partial school day when students are in attendance for instructional purposes. Additionally,</del></p> <p>The application of any restricted use pesticides is prohibited on or within 500 feet of school property during normal school hours. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.</p> <p><a href="#"><i>(Policy 4:160 Environmental Quality of Buildings and Grounds)</i></a></p>
--	---

#### 12.110 SEX OFFENDER NOTIFICATION LAW

	<p>State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):</p> <ol style="list-style-type: none"> <li>1. To attend a conference at the school with school personnel to discuss the progress of their child.</li> <li>2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.</li> <li>3. To attend conferences to discuss issues concerning their child, such as retention or promotion.</li> </ol> <p>In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.</p>
--	---

	<p>Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.</p> <p>A violation of this law is a Class 4 felony.</p> <p>Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:</p> <p>Illinois Sex Offender Registry,  <a href="https://isp.illinois.gov/Sor/Disclaimer">https://isp.illinois.gov/Sor/Disclaimer</a></p> <p>Illinois Murderer and Violent Offender Against Youth Registry,  <a href="https://isp.illinois.gov/MVOAY/Disclaimer">https://isp.illinois.gov/MVOAY/Disclaimer</a></p> <p>Frequently Asked Questions Concerning Sex Offenders,  <a href="https://isp.illinois.gov/Sor/FAQs">https://isp.illinois.gov/Sor/FAQs</a></p> <p><u><a href="#">(Policy 4:175. Convicted Child Sex Offender: Screening: Notification)</a></u></p>
--	---

## 12.140 UNIFORM GRIEVANCE PROCEDURE

	<p>Students or their parent(s)/guardian(s), employees, or community members should notify the district's designated Complaint Managers (the Assistant Superintendent for Administrative Services and the Director of Human Resources) if they believe that the Board of Education, its employees, or agents have violated their 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:</p> <ul style="list-style-type: none"> <li>• Title II of the Americans with Disabilities Act;</li> <li>• Title IX of the Education Amendments of 1972;</li> <li>• Section 504 of the Rehabilitation Act of 1973;</li> <li>• Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.</li> <li>• Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq</li> <li>• Sexual harassment (State Officials and Employees Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)</li> </ul>
--	--

- Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
- Bullying, 105 ILCS 5/27-23.7
- Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children Curriculum, instructional materials, and/or programs
- Curriculum, instructional materials, and/or programs
- Victims' Economic Security and Safety Act, 820 ILCS 180
- Illinois Equal Pay Act of 2003, 820 ILCS 112
- Provision of services to homeless students
- Illinois Whistleblower Act, 740 ILCS 174/
- 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.
- Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this 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 the 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.

#### **FILING A COMPLAINT**

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with a designated 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 sex. The Complaint Manager may request the Complainant to complete a Grievance Form regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager may assist the Complainant as needed.

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

#### **INVESTIGATION**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, 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. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education which will make a decision in accordance with the following section of

	<p>this policy. The Superintendent will keep the Board informed of all complaints.</p> <p><b>DECISION AND APPEAL</b></p> <p>Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the preponderance of evidence standard.</p> <p>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 be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. 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.</p> <p>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.</p> <p>This uniform grievance procedure does not apply to grievances which may be brought under the procedures set forth by the collective bargaining agreement. (<a href="#">Policy 2:260. Uniform Grievance Procedure</a>)</p>
--	--