



## ***School District 105***

***Countryside • Hodgkins • La Grange***  
701 S. Seventh Ave.  
La Grange IL 60525

**Glenn T. Schlichting Ph. D.**  
**Superintendent of Schools**

Phone: (708) 482-2700

Fax: (708) 482-2727

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Website: [www.d105.net](http://www.d105.net)

August, 2016

Dear Parents:

Illinois law requires school districts to establish an Advisory Committee to assist in the development of guidelines for policies relating to student discipline and the dispensing of medication. Mr. Ed Hood, Gurrie Middle School Principal, chairs this committee.

This Student Handbook provides information to students, parents, and staff concerning Board of Education rules and regulations regarding discipline and health requirements, and general information. District 105's FERPA (Family Educational Rights and Privacy Act) Notification of Rights is also included in the Student Handbook.

Board policies are updated throughout the year. Current policies can be found in the School Board Policy Manual, posted on the School Board section of the district website, [www.d105.net](http://www.d105.net). Policies pertaining to students have been reproduced in this handbook.

Please review this information carefully and contact your building principal if you have any questions.

Thank you for your continued interest in and support of your child's education in District 105.

Sincerely,

Glenn T. Schlichting, Ph.D.  
Superintendent of Schools

# LaGrange District 105 Strategic Plan 2013-2018

<b>MISSION</b>	<b>Empower</b> students to pursue their interests, talents and dreams
<b>MOTTO</b>	<b>Today's learners are tomorrow's leaders.</b>
<b>VISION</b>	<p>District 105 strives to be a high performing school district that celebrates the importance of each individual student.</p> <ul style="list-style-type: none"> <li>• We want <i>each student to feel that he/she is a valued member of the school community prepared for future academic and career success.</i></li> <li>• We want <i>our communities to feel pride in our work and express confidence that we are good stewards of their resources.</i></li> <li>• We want <i>each staff member to make a positive difference in the lives of our students and their families.</i></li> </ul>

## School Hours

**KINDERGARTEN ½ Day Hours**  
MORNING                      8:30 AM – 11:15 AM

**ALL ELEMENTARY SCHOOLS  
(Plus Full Day Kindergarten)**  
8:30 AM – 3:00 PM

**GURRIE MIDDLE SCHOOL**  
8:15 AM – 3:15 PM

## Important Addresses & Phone Numbers

**DISTRICT 105 ADMINISTRATIVE OFFICE**  
701 South Seventh Avenue, LaGrange, IL 60525  
Phone: (708) 482-2700  
Fax: (708) 482-2727  
Website: [www.d105.net](http://www.d105.net)

Dr. Glenn T. Schlichting  
Mr. Steve Bahn  
Dr. James Gallagher  
Ms. Kathryn Heeke  
Mrs. Maureen Kidd  
Mrs. Trish Murphy  
Mr. Eric Bryant  
John Huck  
Jim McMahon  
Marge Kosinski  
Pam Butters  
Sandy Ruffner  
Kelly Lenti  
Therese Jumic  
Laura Finnegan

*Superintendent of Schools*  
*Asst. Superintendent of Schools*  
*Interim Business Manager*  
*Curriculum Coordinator*  
*Director of Student Services*  
*Director of Technology*  
*Director of Buildings & Grounds*  
*Technology Specialist*  
*Desktop Support Technician*  
*Adm. Asst.-Business/Payroll*  
*Adm. Asst.-Business*  
*Adm. Asst.-Special Education*  
*Adm. Asst.-Supt. & Board Operations*  
*Adm. Asst.-Receptionist/Accts. Payable*  
*Adm. Asst. – Curriculum*

## DISTRICT 105 BOARD OF EDUCATION

Dave Herndon, <i>President</i>	641 S. Seventh Av., LaGrange	579-6748
Kristine Lonsway, <i>Vice-President</i>	5615 S. Kensington, Countryside	354-4647
Eileen Tucker, <i>Secretary</i>	6511 East Av., Hodgkins	932-9159
Virginia Kogen	1136 S. Waiola Av, LaGrange	469-7676
Larry Prystalski	517 S. Tenth Av. LaGrange	354-9618
Jan Reagan	736 S. Kensington, LaGrange	588-1619
Robert Webb	1000 S. Stone Av., LaGrange	482-3575

### **GURRIE MIDDLE SCHOOL**

Mr. Ed Hood, *Principal*  
Pamela Dlhy, *Adm. Asst.*  
Judith Rufa, *Adm. Asst.*

**1001 S. Spring Ave., LaGrange**

**Fax:**

**482-2720**

**482-2724**

### **HODGKINS SCHOOL**

Mr. John Signatur, *Principal*  
Beverly Millsap, *Adm. Asst.*  
Joan Millsap, *Clerical Aide*

**6516 S. Kane Ave., Hodgkins**

**Fax:**

**482-2740**

**482-2728**

### **IDEAL SCHOOL**

Mr. Timothy Sheldon, *Principal*  
Marbella Martinez, *Adm. Asst.*  
Maria Lopez, *Clerical Aide*

**9901 W. 58th Street, Countryside**

**Fax:**

**482-2750**

**482-2729**

### **SEVENTH AVENUE SCHOOL**

Mrs. Erin Hall, *Principal*  
Kathy McHugh, *Adm. Asst.*  
Cindy Fern, *Clerical Aide*

**701 S. Seventh Ave., LaGrange**

**Fax:**

**482-2730**

**482-2726**

### **SPRING AVENUE SCHOOL**

Mr. Brian Lawson, *Principal*  
Nancy Jones, *Adm. Asst.*  
Carrie Polich, *Clerical Aide*

**1001 S. Spring Ave., LaGrange**

**Fax:**

**482-2710**

**482-2725**

## **MISCELLANEOUS INFORMATION**

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### **SCHOOL OFFICE HOURS**

8:00 am – 3:30 pm

*Please call your child's school to obtain office hours during holidays and the summer months.*

### **VISITORS TO THE BUILDING**

We ask all visitors to check in at the school office upon arriving at school. Parents are always welcome to visit the school with the only requirement being that a visitor checks in at the office, signs in, and secures a “visitor” pass.

### **ATTENDANCE**

When a student is absent a parent must phone the school during the morning of the absence **by** 9:00 a.m. After three days of absence, the principal may request a written excuse from a physician. Parents may request homework when their child's absence covers two or more days. **MAKE-UP HOMEWORK:** After an absence, students are expected to contact each teacher about missing schoolwork. As a general rule, students are allowed one day for make-up work for each day of sickness. In addition, be sure to visit the teacher's website for information about assignments and upcoming projects. These websites are available through our district site at: [www.dl05.net](http://www.dl05.net).

Any student arriving late to school must report to the office to be admitted to class. Repeated tardiness will be reported to the Principal. Three or more unexcused tardies will disqualify a student from perfect attendance.

### **ARRIVAL TIME**

Children should not arrive at school more than fifteen minutes before the beginning of each session. Teachers are not on duty before that time, so children cannot be properly supervised.

Students who take part in special school activities (i.e. band, orchestra) will be granted permission for early admittance.

### **EARLY DISMISSAL PROCEDURES**

If your child needs to leave school early a written note or email should be sent to the school office. The parent or guardian must come to the school and sign out the student.

### **VACATION TRIPS DURING THE SCHOOL YEAR**

The school strongly encourages that vacation trips be scheduled only during those times when the school is officially not in session. Make-up work does not adequately substitute for missed class time on regularly scheduled school days. Teachers may not have all assignments available in advance of vacations.

## LUNCH

Students may bring a bag lunch or a lunch may be purchased in the cafeteria. Staying at school for lunch is optional for all elementary students except those students who ride the bus. Milk may be purchased by students bringing their lunches. Hot lunch menus can be found on the district website.

- Students will not be allowed to leave the cafeteria without the permission of the lunchroom supervisor
- The cafeteria will be supervised by staff at all times. Any student who is poorly behaved during the lunch hour will be referred to his or her teacher or the principal by the supervising staff member in the lunchroom
- Students are issued an ID badge at the beginning of the year that they use to purchase a hot lunch. Funds can be added to their card balance throughout the year.

## FREE AND REDUCED LUNCH PROGRAMS

All schools in District 105 serve nutritious meals every school day. Children from households that meet federal guidelines are eligible for free or reduced-price meals upon completion of an application form, available in each school office. Additional information regarding the Free and Reduced Lunch Program can be obtained from the District 105 Business Office.

## STUDENT RECORDS

In order that the school may prepare the information and records concerned with the transfers in an orderly manner, the parent of the child to be transferred is asked to observe the following.

- Notify the office at least two days before the date the transfer is to take place.
- Furnish the office with the following information: new home address and the name and address of the school to which the student is transferring.

The student will have a clearance sheet signed by each teacher. At the time a student transfers, he will be given a copy of his last report card, a copy of his latest health record and an Illinois State Transfer Form. If a student does not meet his/her obligations (i.e., cafeteria fees, and/or book and library fines), student records will be held until the student is cleared. Standardized test results and original health records will be forwarded upon request by an official of the new school.

## HEALTH EXAMINATIONS AND IMMUNIZATIONS

Complete health examinations and up to date immunization records are required for entry into preschool, kindergarten, and sixth grade. These should be submitted on or before the first day of school. Further details regarding the requirements can be obtained from each school.

New students who are first time registrants will be given a 30-day grace period from the date of registration to comply with health examination and immunization requirements. If these requirements are not met within 30 days, the student will be immediately excluded from school. Current students not in compliance by September 15 will be excluded at that time.

## SCHOOL NURSE

A registered nurse is available to serve students. First aid is given for accidents and injuries occurring at school. The nurse is available for health counseling, guidance, and monitoring of medical problems.

Student's health records, which include the required physical exams, immunizations, and special needs, are kept in the health office.

### MEDICATIONS AT SCHOOL

*All medications must be brought to the nurse's office by a parent in the original pharmacy container.* Medications needed during the school day are limited to those that are necessary for the student to access the educational program, and if not taken, could jeopardize the student's health and/or education. A medication form completed by the doctor and parent/guardian is required before any medication (prescribed or over the counter) may be given. These forms are available in the school offices. In general, students are not allowed to carry medication on their person. The only exceptions are medications used to treat asthma and epinephrine auto-injectors (e.g. Epi-Pens). These medications may be carried and self-administered by students after required doctor and parent authorization forms are on file in the office. The same policy applies to food supplements.

### WHEN TO KEEP STUDENTS HOME FROM SCHOOL

Students should be kept home from school for the following in order for the student to have time to rest and recover and to limit the spread of illness:

- a. Rashes that have not been checked by a doctor. If the student will be coming to school with a rash that the doctor has checked, a doctor's note is required noting that the student is cleared to come to school.
- b. Fevers (temperature of 100 or above). Students who have a fever need to stay home for at least 1 day after the fever is gone without the use of medications. Do not give students medications to reduce the fever and then send them to school.
- c. Red, pink, crusty, irritated eyes. If your student will be coming to school with red, pink, crusty, or irritated eyes that the doctor has checked, a doctor's note is required noting that the student is cleared for school attendance.
- d. Vomiting and/or diarrhea. Students should be kept at home with these symptoms and for at least 24 hours after they have happened last.
- e. Any problems like severe coughing, colds, sore throats, earaches, or stomachaches that will make it hard for the student to participate comfortably in the school day.

### STUDENTS BECOMING ILL AND INJURED AT SCHOOL

Students sometimes become ill or injured during the school day. An assessment of their health status is done by the school nurse, health aide, teacher, principal, and/or principal's designee to determine the course of action. It is the responsibility of the parent to make arrangements to take the student home and seek medical care as needed. Sick children cannot be adequately cared for in the school setting. This practice serves the welfare of the sick child and allows for the control of the spread of infection and disease.

First aid is given for injuries occurring in school or on the school grounds. Plans are in place for emergency situations. In the case of a serious accident or illness, the parent/guardian (or alternate contacts provided by the parent/guardian if the parent/guardian cannot be reached) will be notified to coordinate arrangements to take the student home or to a medical provider. 9-1-1 will also be called in cases of emergency medical situations.

## LOCKERS

Care of the lockers is the student's responsibility. No writing of any kind should be done on the inside or outside of lockers. Stickers should not be applied to lockers. The outside of lockers are not to be decorated for birthdays or other occasions.

## PERSONAL PROPERTY:

- When anything is lost, the student should report this to his or her advisor/teacher/office
- The student should come to the office to inquire about lost articles
- Each student has a locker where their valuables can be kept safely
  - Students should not carry large sums of money and should not leave purses and other valuables in unattended areas, such as locker rooms - *The school is not responsible for personal items*
- Items prohibited in lockers and at school: permanent markers, weapons, drugs, medications, laser pointers, food supplements, and other items as necessary

## LIBRARY/COMPUTER LAB

The library contains books, reference materials, and periodicals to supplement and enrich the curriculum and to provide recreational reading. Students are responsible for loss or damage to books.

## HOMEWORK

Homework is an important part of skill reinforcement and a student's responsibility toward school. Your child's teacher will talk about homework expectations on Curriculum Night. *Please make sure you and your child understand the school's policy if a student comes to class and does not have the assignment due that day, or it is not done to the teacher's satisfaction.*

Parents may request homework through the school office or their advisor when their child's absence covers two or more days. For shorter absences, students can check with a classmate and with each teacher upon returning to school.

Please email your child's advisors for long term absences and always consult the teacher's website for daily assignments and homework ([www.d105.net](http://www.d105.net)). **MAKE-UP HOMEWORK:** After an absence, students are expected to contact each teacher about missing school work. Planning to stay after school to gather assignments and receive help is a good idea. Teachers in each grade level determine time allowed for make-up work. Usually one day for each day absent.

## CELL PHONES

Every room as well as the office has phones for student use. Students are asked to please check with teachers prior to using room phones to call. During the day, students will not need to have their cell phones with them.

Students may possess cellular radio telecommunications devices at school only if the student's parent or guardian has provided written consent to the school principal. The written consent shall include the reason the parent believes the student should possess the device at school and the telephone number of the device. The school district and its employees are not responsible for lost or damaged cellular radio telecommunications devices. Students possessing cellular

radio telecommunication devices at school shall keep the device off and in their lockers during the regular school day unless:

- The supervising teacher expressly grants permission;
- Use of the device is provided in a student's IEP
- The device is needed in an emergency that threatens the safety of students, staff or other individuals.

Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education plan (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Any student who has their cell phone out, or is found to be using the phone during school hours, will give the cell phone to the supervising teacher and it will be sent to the office. Parents will then be required to come to school to pick up the phone at their convenience.

### E-READERS

A student will be allowed to bring to school, and use at school, an electronic reader device for the purpose of reading eBooks, as long as a parent or guardian and student agree to the conditions and sign a consent form.

- The content of all eBooks should be developmentally appropriate for the student and suitable for a school setting.
- If the device is lost, stolen, or damaged, District 105 will not be held financially responsible for the replacement or repair of the device.
- Devices that have Wi-Fi capability will not have access to the District 105 wireless network because doing so would be a significant security risk to our network.
- Devices with additional functionality can only be used at school in the capacity as an eReader. Use of other applications and utilities will not be allowed at school. Some examples include e-mail, texting, camera, phone, Internet, or other app usage.
- If any of the above conditions are not met, the device will be taken away from the student requiring a parent/guardian to pick up the device from school and may result in this privilege being revoked.

### PARENT/TEACHER CONFERENCES

Student progress is reported to parents in several ways and at various times throughout the year. Report cards are sent home to parents at the end of each trimester. Also, at the midpoint of each trimester, a progress report is sent home to every parent. Parent teacher conferences are scheduled two times throughout the year however; parents may request a conference at any time



during the school year by calling or emailing the teacher. Teachers e-mail addresses are posted on the District 105 Website: [www.d105.net](http://www.d105.net).

### **STUDENT DISCIPLINE PLAN**

One of the goals of education is effective citizenship. An effective citizen in a democracy is a responsible, self-disciplined, and considerate person. Accordingly, an objective in all D105 schools is the development of responsibility, self-discipline, and courtesy within each student. It is necessary therefore; that certain responsibilities and behavioral principles be established to assure that a good learning environment is maintained. Each student may then develop a feeling of security, confidence, and fairness in the discipline system and an understanding that the right to learn has been safeguarded.

### **DISOBEDIENCE OR MISCONDUCT LIST**

While this list is not intended to be all-inclusive, it is consistent with District #105 Discipline Policy No. 7:190 (see page 32) and prohibits conduct, behavior, or activity which causes or may reasonably lead to substantial disruption of material and interfere with student activities or rights of others.

**Misbehavior, which may have a range of consequences (including suspension):**

- Insubordination to any school personnel, which includes failure to follow directions or follow school wide expectations.
- Possession of, use or distribution of any dangerous substance or weapon including firearms, knives or anything that could be used as a weapon.
- Intimidating or attempting to intimidate students or school personnel, which would include bullying.
- Fighting with or assaulting students or school personnel.
- Intentional damage to or destruction of school property, or property of students or school personnel.
- Verbal abuse or use of profanity or obscenity to students or school personnel.
- Endangering the physical or psychological well-being of the school population by acts such as
  - Improper release of a school fire alarm or tampering with the fire extinguishers.
  - Starting a fire in or to school property or attempting to do so.
  - Setting off explosive devices in or to school property or attempting to do so.
- Repeated incidents of misbehavior including repeated refusal to comply with school expectations.
- Acts which directly or indirectly jeopardize the health, safety and welfare of students or school personnel.

**Misbehavior, which may merit a suspension:**

- Stealing of school or personal property
- Defacing of school or personal property
- Use of or possession of dangerous drugs or chemicals, cigarettes and alcoholic beverages
- Chronic tardiness to classes
- Chronic failure to bring books and work materials to the classroom
- Failure to observe bus regulations

- Forging, falsifying, altering or illegally possessing school forms, cheating, plagiarizing or otherwise claiming credit for work or ideas not their own
- Other behavior or conduct which is of such gross nature as to constitute a violation of the spirit or intent of these rules though not explicitly stated above or which in itself is so gross as to constitute on its face gross disobedience or misconduct

Suspendable disobedience of misconduct shall include, but is not limited to, the above behaviors and any other such conduct as designated by the Board of Education. Some infractions, according to School Board Policy, may require referral to the appropriate law enforcement authorities.

Three or more suspensions issued during a school year may result in a recommendation for expulsion to the Board of Education. When a suspension is warranted, the principal will follow suspension procedures as outlined in School Board Policy 7:200.

### PROHIBITED ITEMS

In addition to items restricted on this page, and in support of several of the policies above which protect the educational environment, the following items are prohibited at school:

- The operation of any device disruptive to the learning environment
- Permanent markers, aerosol cans, laser pointers
- Skateboards and in line skates
- Backpacks should be stored in lockers during the school day

### SEXUAL HARASSMENT

Violations of Board of Education Policy on Sexual Harassment are subject to the same range of disciplinary actions described in the Discipline Plan.

### GANG-RELATED ACTIVITY

Student involvement in gangs or gang-related activities on school grounds or at school-related events, including the display of gang symbols or gang paraphernalia, is strictly prohibited. Any student who is a gang member or solicits another student to become a member of a gang or who engages in gang-related activities or initiation on school grounds or at school-related events will be subject to suspension and/or expulsion.

### SCHOOL DRESS CODE

It is expected that students shall be dressed in an appropriate manner while at school or attending a school or PTO sponsored activity. Appropriate school dress includes clothing, accessories, or hair styles which are not disruptive or distracting to the students and therefore will not interfere with the educational program. Personal attire must be clean and safe so as not to be a hazard to the health and welfare of the student and other students in the school. D105 hopes that parents will take an active part in assisting their children in making intelligent decisions about their appearance in school.

Students with inappropriate clothing will be asked to change. If needed, parents will be contacted to bring a change of clothes or students will be sent home. The following guidelines will be used in evaluating student dress. These include but are not limited to:

- Shoes must be worn in the building
- Footwear or other clothing items which may damage furniture or equipment may not be worn

- Hats, head covering of any kind (except that of established religious groups) and gloves may not be worn in the building
- Wearing of jewelry or clothing which displays obscene, profane, offensive designs or logos, or vulgar language or pictures is prohibited
- Wearing of jewelry or clothing which displays tobacco, alcohol, firearms, or illegal drugs is prohibited
- Wearing of jewelry or clothing that displays gang signs, colors, or symbols is prohibited
- Clothing that is considered too revealing or suggestive in any way is prohibited
- Transparent items, spaghetti strapped tops, tank tops, strapless tops, any clothing exposing a bare midriff, single strapped tops, short shorts (shorts should cover to mid thigh and below), nightwear or items normally worn as undergarments, but displayed as outerwear are prohibited
- Tattoos will require clothing or other coverage if determined to be inappropriate to the school program

*The school principal is the final authority for judging the appropriateness of a student's appearance.*

### BUS RIDERS

The following SCHOOL BUS RULES will be enforced:

- Stay off the roads at all times while waiting for the bus
- Wait until the bus comes to a complete stop before attempting to board it or get off
- Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop
- Keep hands and head inside the bus at all times after entering, and until leaving the bus
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident
- Never tamper with the bus or any of its equipment
- Keep the bus and aisles clean and free of clutter
- Do not throw anything out of the bus window
- Do not leave your seat while the bus is in motion

### EMERGENCY SCHOOL CLOSING

During emergency weather situations, we work closely with the Lyons Township Superintendents well before the start of the school day to monitor weather conditions and review other information provided by the police and bus companies. We generally make a decision together about whether or not to close the township schools unless there is a problem that affects only one particular district.

If District 105 schools are closed, we will contact our parents/guardians about school closings and other weather related circumstances with our automated message service. The service will make phone calls to the cell and home phones of our parents/guardians. In addition, emails with the voice message embedded will with sent.

The districts website, [www.d105.net](http://www.d105.net), is the best source for timely information about whether our schools are closed or in session.

### 10:00 AM LATE ARRIVAL

We are introducing a 10:00 AM late arrival option for all five schools due to certain weather conditions. We will notify parents of LATE ARRIVAL in the same manner we use for the cancellation of school. LATE ARRIVAL bus stop times are listed along with the regular bus stop schedules. They can be found under the PARENT/GUARDIAN tab of the District 105 website. For security purposes, parents must have a district account and be logged-in to access these schedules.

The safety of our students is foremost when a decision is made about late arrival or cancellation of school. Because individual circumstances vary, it is important to recognize that parents have the primary responsibility and the right to determine whether or not to send their children to school during emergency weather situations.

### SPECIAL EDUCATION SERVICES

School Districts are responsible for providing special education services to any student between the age of 3 and 21 who is found eligible through a case study evaluation. In addition, the district will assist parents of children from birth to three years to connect with early intervention services, if needed. Parents of preschool children should contact the District Student Services Director, Maureen Kidd, (708)482-2700 ext. 1006 if they have concerns about their child's development. The District also provides free preschool screenings several times a year.

Students may be found eligible for services based on an eligibility category of: autism; deaf-blindness; deafness; emotional disturbance; hearing impairment; intellectual disability; multiple disabilities; orthopedic impairment; other health impairment; specific learning disability; speech or language impairment; traumatic brain injury; or visual impairment (including blindness). Eligibility is also determined by a student's disability adversely impacting on educational performance. Special Education services may include instructional support, speech-language therapy, social work, vision and hearing services, assistive technology services, occupational therapy and physical therapy.

## **504 Plans Student Rights and School Responsibilities**

Section 504 of the Rehabilitation Act of 1973 and Americans with Disability Act  
Section 504 of the Rehabilitation Act prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. Students with disabilities shall be provided accommodations in order to ensure equal participation in the school setting. The Act defines a person with a disability as anyone who has a mental or physical impairment which substantially limits one or more major life activity: self-care, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. Academic accommodations may include individualized instruction, extra time, reduced workload or organizational assistance. Physical accommodations may include assistive technology devices or special equipment, administering medication or preferential seating, but would not include changes in instructional programs.

When a student with disabilities requires an accommodation, the parents and school representatives will meet to determine the disability and develop a written plan outlining accommodations that will be provided in the school setting.

#### Section 1: Referral of Students with Disabilities

1. A student may be referred by a school employee, a parent or through self-referral for determination of whether accommodations need to be provided.
2. A student may be referred for Section 504 accommodations after a case study evaluation has determined that the student is ineligible for special education services under the Individual with Disabilities Education Act (IDEA), but still has a disability that would require accommodations.

#### Section 2: Review of Need for Accommodation Plan/Development of Plan

1. A meeting will be convened with parents, student and appropriate school personnel to determine the nature of the disability, reasonable and appropriate accommodations to ensure the student can participate equally in school, and to prepare a written 504 Plan if justified. Evaluation procedures may be utilized, or medical records requested, to determine if a student is eligible for accommodations under Section 504.
2. If it is determined that no accommodations are necessary to ensure equal participation by the student, the parents shall be given reasons for such determination and be advised of their right to obtain review of the decision.

## **DISTRICT 105 NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

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The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.
  - Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
  - Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may 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 PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a

parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State.

Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))



## **POLICIES**

**(The complete District 105 Board Policy Manual can be found on the district website [www.d105.net](http://www.d105.net) under the School Board Tab)**

### **Board of Education**

#### **Uniform Grievance Procedure**

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

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

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

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

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

#### **Deadlines**

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

office is open.

#### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed. For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

#### 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 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, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

#### Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

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

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

Appointing Nondiscrimination Coordinator and Complaint Managers

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

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

**Nondiscrimination Coordinator:**

Dr. Glenn Schlichting, Superintendent

Name

701 S. Seventh Ave., LaGrange, IL 60525

Address

gschlichting@d105.net

Email

708.482.2700

Telephone

**Complaint Managers:**

Dr. Glenn Schlichting, Superintendent

Name

701 S. Seventh Ave., LaGrange, IL 60525

Address

gschlichting@d105.net

Email

708.482.2700

Telephone

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.

Americans With Disabilities Act, 42 U.S.C. §12101 et seq.

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.

Equal Pay Act, 29 U.S.C. §206(d).

Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.

Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.

McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.

Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.

Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.

Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.

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

Illinois Genetic Information Privacy Act, 410 ILCS 513/.

Illinois Whistleblower Act, 740 ILCS 174/.

Illinois Human Rights Act, 775 ILCS 5/.

(Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70

(Accommodating Individuals with Disabilities), 8:110 (Public Suggestions and Concerns)

ADOPTED: October 26, 2015

## Instruction

### Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Acceptable Use Policy* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that

are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the District's *Acceptable Use Policy* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Acceptable Use Policy* before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Acceptable Use Policy*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

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

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Restrictions on Publications)

ADOPTED: August 27, 2012

**Equal Educational Opportunities**

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

Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

**Sex Equity**

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of the School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of the School Code).

**Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act.  
20 U.S.C. §1681 et seq., Title IX of the Education Amendments implemented by 34  
C.F.R. Part 106.  
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.  
775 ILCS 35/5, Religious Freedom Restoration Act.  
Ill. Constitution, Art. I, §18.  
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).  
105 ILCS 5/3.25b, 3.25d(b), 10-20.12, 10-22.5, and 27-1.  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 7:20 (Harassment of Students Prohibited),  
7:50 (School Admissions and Student Transfers To and From Non-District Schools),  
7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:180 (Prevention of  
and Response to Bullying, Intimidation, and Harassment), 8:20 (Community Use of  
School Facilities)

ADOPTED: October 26, 2015

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act.  
20 U.S.C. §1681 et seq., Title IX of the Education Amendments implemented by 34  
C.F.R. Part 106.  
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.  
775 ILCS 35/5, Religious Freedom Restoration Act.  
Ill. Constitution, Art. I, §18.  
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).  
105 ILCS 5/3.25b, 3.25d(b), 10-20.12, 10-22.5, and 27-1.  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
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7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:180 (Prevention of  
and Response to Bullying, Intimidation, and Harassment), 8:20 (Community Use of  
School Facilities)

ADOPTED: October 26, 2015

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**Harassment of Students Prohibited****Bullying, Intimidation, and Harassment Prohibited**

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

**Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or



engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

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

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

#### Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

#### **Nondiscrimination Coordinator:**

Dr. Glenn Schlichting, Superintendent

Name

701 S. Seventh Ave., LaGrange, IL 60525

Address

gschlichting@d105.net

Email

708.482.2700

Telephone

## Complaint Managers:

Dr. Glenn Schlichting, Superintendent

Name

701 S. Seventh Ave., LaGrange, IL 60525

Address

[gschlichting@d105.net](mailto:gschlichting@d105.net)

Email

708.482.2700

Telephone

Mrs. Elizabeth Webb, Principal

Name

1001 S. Spring Ave., LaGrange, IL 60525

Address

[ewebb@d105.net](mailto:ewebb@d105.net)

Email

708.482.2710

Telephone

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments.  
34 C.F.R. Part 106.  
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
23 Ill.Admin.Code §1.240 and Part 200.  
Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999).  
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).  
Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).  
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

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

ADOPTED: October 27, 2014

**Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students****Required Health Examinations and Immunizations**

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required from students in grade 6, beginning with the 2015-2016 school year.

As required by State law:

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

3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was “risk-assessed” or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

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

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

#### Eye Examination

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

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

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

### Dental Examination

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

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

### Exemptions

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

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

### Homeless Child

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

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 5/27-8.1 and 45/1-20.  
410 ILCS 45/7.1 and 315/2e.  
23 Ill.Admin.Code §1.530.  
77 Ill.Admin.Code Part 665.  
77 Ill.Admin.Code Part 690.  
77 Ill.Admin.Code Part 695.

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

ADOPTED: December 14, 2015

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures. Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Noninstructional time* means time set aside by a school

before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.: 20 U.S.C. §7904.  
105 ILCS 20/5.

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

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Discipline)

ADOPTED: December 14, 2015

Search and Seizure

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

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

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

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

#### Students

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

When feasible, the search should be conducted as follows:

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

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

#### Student Profile on Social Networking Website

Although it is a rarely invoked and extraordinary investigatory right, school authorities may request or 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 when there is a reasonable ground for suspecting that the student's account on a social networking website contains evidence that the student has violated or is violating either the law or the District's student conduct rules.

#### Seizure of Property

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

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

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

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking



website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

- LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.  
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir., 1993).  
People v. Dilworth, 661 N.E.2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).  
People v. Pruitt, 662 N.E. 2d 540 (Ill.App.1, 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).  
T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).  
Vernonia School Dist. 47J v. Acton, 115 S.Ct. 2386 (1995).  
Safford Unified School Dist. No. 1 v. Redding, 129 S. Ct. 2633 (2009).
- CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Discipline)
- ADOPTED: December 14, 2015

### 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 goals.

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

1. During any school-sponsored education program or activity.

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

*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:

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

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

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

#### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District 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 Complaint Manager or any staff member. Anonymous reports are also accepted.

## Complaint Managers:

Dr. Glenn Schlichting,  
Superintendent

Name

701 S. Seventh Ave.,  
LaGrange, IL 60525

Address

[gschlichting@d105.net](mailto:gschlichting@d105.net)

Email

708-482-2700

Telephone

Mrs. Elizabeth Webb,  
Principal

Name

1001 S. Spring Ave.,  
LaGrange, IL 60525

Address

[ewebb@d105.net](mailto:ewebb@d105.net)

Email

708-482-2710

Telephone

### **Anonymous Reporting call: 708-482-2700, ext. 2702**

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

- h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
12. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
  - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
  - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
  - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

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

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)

ADOPTED: November 17, 2014

## Students

### 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 uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

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

1. Fully implements and enforces each of the following Board policies:
  - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - b. 7:180, *Preventing Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 8, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated  
by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying and School Violence)

LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED: January 27, 2014



This policy becomes effective and replaces the current policy on *Student Discipline* on the first student attendance day of the 2016-2017 school year.

#### Student Behavior (formerly known as *Student Discipline*)

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

#### When and Where Conduct Rules Apply

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

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

#### Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

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

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

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 9. 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.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. 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.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

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

#### Disciplinary Measures

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

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

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

#### Weapons

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

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

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

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the

Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

#### Re-Engagement of Returning Students

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

#### Required Notices

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

#### Delegation of Authority

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

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

#### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's

disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

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

Incorporated

by Reference: 7:190-AP4, (Use of Isolated Time Out and Physical Restraint)

LEGAL REF.:

Gun-Free Schools Act, 20 U.S.C. §7151 et seq.  
Pro-Children Act of 1994, 20 U.S.C. §6081.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.  
410 ILCS 647/, Powdered Caffeine Control and Education Act.  
430 ILCS 66/, Firearm Concealed Carry Act.  
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.  
23 Ill.Admin.Code §1.280.

CROSS REF.:

2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:

April 25, 2016

Administering Medicines to Students

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

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

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

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

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed for use at the student's discretion, 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 or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

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

CROSS REF.: 7:285 (Food Allergy Management)

ADOPTED: January 26, 2015



## Students

### Allergy Policy and Guidelines

La Grange School District 105 is committed to providing a safe and nurturing environment for students. La Grange School District 105 understands the increasing prevalence of life threatening allergies among school populations, recognizing that the risk of accidental exposure to allergens can be reduced in the school setting. District 105 is committed to working in cooperation with parents, students, and physicians to minimize risks and provide a safe educational environment for all students. While it is not possible for the district to completely eliminate the risk of exposure to allergens when a student is at school, a food allergy management program using a cooperative effort among students' families, staff members, and students helps the district reduce these risks and provide accommodations and proper treatment for allergic reactions. The focus of allergy management shall encompass awareness, prevention, education, communication and emergency response.

#### **The goals for allergy management include:**

1. To define a formal process for identifying, managing, and ensuring continuity of care for all (preK-8) students with life threatening allergies across all transitions.
2. To maintain the health and protect the safety of students who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and include in appropriate educational opportunities.
3. To ensure that interventions and individual healthcare plans for students with life-threatening allergies are based on medically accurate information and evidence-based practices.
4. A crisis team, trained in emergency procedures including; First Aid, CPR, and AED will be assigned at each of the five District 105 buildings.

In accordance with Public Act 96-349, it is the policy of the district to provide all students with necessary accommodations where required, the opportunity to participate in school programs and activities. Accordingly, the superintendent shall direct principals to act affirmatively and work closely with parents to assure that the needs of students with documented allergies are taken into consideration in planning for district programs. The district's Certified School Nurse shall ensure the district's procedural manual is reviewed and updated annually.

#### **BACKGROUND**

Allergic food reactions span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. This protocol is to be used for students who are at risk for anaphylaxis and in circumstances where a previously undiagnosed life-threatening allergic response occurs. When a physician assesses that a student's food allergy will result in anaphylaxis, the student's condition meets the definition of

“disability” and is covered under the federal Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure.

Foods that most commonly cause anaphylaxis, a life threatening allergic reaction, are peanuts, tree nuts, shellfish, milk, wheat, soy, fish, and eggs. These severe allergic reactions can occur within minutes of ingestion or a reaction can be delayed for up to two hours. At present there is no cure for food allergies and strict avoidance is the key to preventing reactions. Exposure may occur by eating the food or food contact.

### **MEDICATIONS**

The most commonly prescribed medication for the treatment of anaphylaxis is epinephrine. Brand names include, but are not limited to EpiPen and EpiPen Jr.

### **FOOD ALLERGY PLANS IN DISTRICT 105**

#### **Food Allergy Action Plans (FAAP)**

The FAAP outlines the care a student could need in an emergency situation and is used as a guide to respond to a student who is experiencing a potentially critical situation.

The FAAP is completed by the District 105 Certified School Nurse and the student’s parents with documentation from the student’s physician. It provides accommodations necessary to provide a safe school environment while the student is in school or participating in school related activities. A current food allergy action plan will be reviewed annually by the district nurse and parents.

#### **Section 504 Plan**

The intent of Section 504 of the Rehabilitation Act of 1973 is to provide students with disabilities equal access to educational programs, services, and activities. Students with disabilities may not be denied participation in school programs and activities solely on the basis of disability.

#### **STUDENTS WITH LIFE-THREATENING FOOD ALLERGIES**

Any child with a life-threatening food allergy, such as a peanut/nut allergy, shall provide to the building principal a written letter from a physician identifying the allergy and medication appropriate to the treatment of an acute allergic response.

#### **Training**

All faculty and staff will be trained to recognize and respond to signs of possible anaphylaxis. An annual training will include:

- How to recognize symptoms of an allergic reaction
- Review of high-risk areas
- Steps to take to prevent exposure to allergens
- How to respond to an emergency
- How to administer an epinephrine auto-injector.

- How to respond to a student with a known allergy as well as a student with a previously unknown allergy.
- A medical emergency response drill twice a year at the beginning of the year, and after winter break.

### **Classroom**

When a child is identified as having a life-threatening food allergy, school personnel will not knowingly allow food products that are identified as containing food allergen or their derivatives or manufactured in a facility or on equipment that processes the allergen into the classroom.

- **Snack Policy**

Snacks will be limited district-wide to fresh fruits, fresh vegetables, cheese sticks, and brand named, prepackaged Nutrigrain Cereal Bars, Rold Gold Pretzels, and Pepperidge Farm Goldfish Crackers. (The companies have guaranteed that the above items are nut-free and have been made on nut-free conveyor belts).

*(If a life threatening food allergy is associated with any of these foods, classroom accommodations will be made. Accommodations will also be made for those with specific dietary needs).*

- **Holiday Parties**

Any food or snacks brought into the classroom for any reason will be limited to prepackaged items with ingredients listed or foods that intrinsically do not contain allergens (i.e. peanuts, nut). This may be provided by PTO or parent representatives. All food items will be checked for allergens by a pre-designated staff member.

- **Curriculum**

Foods used in activities connected to curriculum will follow district guidelines. Foods will not contain a life-threatening allergen. Parents will be notified prior to the activity.

- **Birthdays** will be non-food celebrations.

If a child brings a snack that contains a life threatening food allergen, the child will be asked to give the food product to the teacher or designee to retain until lunch or after school. A note will be sent home to parents of that child reminding them of the district policy.

### **Lunchroom**

If a child is identified as having a life-threatening food allergy, the school will provide a food allergen free/nut-free table in the school cafeteria for these designated individuals. No foods containing the allergen will knowingly be permitted at that table or the immediate surrounding area during the school day. Any students who wish to sit at that table will have their lunches checked to be sure they are free of foods that might contain the specific allergen.

### **School Sponsored Special Occasions**

Any school sponsored special occasion, either during school or after school, will be conscious of students with known life-threatening food allergies. Some special occasions may offer home-made foods. A food allergen free table for designated individuals will be accessible at the event and parents may provide an alternative food item for their child to eat.

- Notice will be given to parents prior to the special occasions informing them of the types of foods that will be available.

**Extracurricular Activities**

- **All concession foods** will be pre-packaged with ingredients listed or previously checked prior to the event with the vendor.
- **Bake Sales** with home-made baked goods will only be allowed at after school sponsored functions beginning in the 2012-2013 school year.

**Common Areas**

When a child is identified with a life-threatening food allergy, no foods containing the allergen (i.e.; peanuts/nuts) or its derivatives will knowingly be permitted into areas of the school in which that child is educated during the school day (other classrooms, art room, gymnasium, library, music room). If a common area has an activity outside of the school day in which food is present, that area will be properly cleaned before it is used for instruction.

**Notification**

Without identifying the child, the building principal or designee will annually notify the internal school community before classes begin of the presence of a child with a life threatening food allergy within the school, and of the district policy. Parents and Guardians will be notified on the first day of school. If a child’s allergy is identified during the school year, this policy will be implemented immediately following the documentation of the allergy.

The room parent will be notified and letters reminding parents of the district policy will be sent home prior to special occasions and on an “as-needed” basis if the parent, classroom teacher, principal, or designee identifies concerns regarding compliance with district policy.

**Specific Guidelines for Different School Roles**

Best Practice guidelines will be followed as recommended within the school. Checklists are provided in the procedural manual and are grouped into eight major categories:

- Nurse/Designated School Personnel (DSP)
- Parent
- Teacher
- Administration
- Food Service
- Custodian
- Outside Classroom Activities
- Transportation

A procedural handbook with recommended guidelines for each of the eight categories will be distributed to responsible parties.

ADOPTED: August 27, 2012

## STUDENTS

### Suicide and Depression Awareness and Prevention

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

### Suicide and Depression Awareness and Prevention Program

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

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate Board policy 6:60, Curriculum Content, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy 5:100, Staff Development, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.
  - a. For students in grades 7 through 8, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.
  - b. For all students, implementation shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
  - a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
  - b. Board policy 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a

- qualified guidance specialist or any licensed staff member to provide school counseling services.
- c. Board policy 7:250, *Student Support Services*, implementing the Children’s Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - d. State and/or federal resources that address emotional or mental health safety plans for students who are at a potentially increased risk for suicide, if available on the ISBE’s website pursuant to Ann Marie’s Law.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
  5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
  6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District’s Suicide and Depression Awareness and Prevention Program.

#### Monitoring

The Board will review and update this policy pursuant to Ann Marie’s Law and Board policy 2:240, *Board Policy Development*.

#### Information to Staff, Parents/Guardians, and Students

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

#### Implementation

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

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

LEGAL REF.: 105 ILCS 5/2-3.163, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.  
745 ILCS 10/.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60  
(Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120  
(Education of Children with Disabilities), 6:270 (Guidance and Counseling Program),  
7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250  
(Student Support Services)

ADOPTED: February 22, 2016

## STUDENTS

### Extracurricular Athletics

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

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.: 105 ILCS 5/10-20.30, 5/10-20.54, 5/22-80, and 25/2.  
23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Concussions and Head Injuries), 7:340 (Student Records)

ADOPTED: December 14, 2015



Student Athlete Concussions and Head Injuries

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

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
  - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
  - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
    - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
    - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
  - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
  - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
  - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
  - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
  - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:

- a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
  - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
  - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Require all student athletes to view the Illinois High School Association's video about concussions.
  4. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
  5. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
  6. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

LEGAL REF.: 105 ILCS 5/22-80.  
105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 7:300 (Extracurricular Athletics)

ADOPTED: April 25, 2016

## Students

### Student Records

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

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

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child.

However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

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

### Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process

for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody or the student (if over the age of 18). Upon a student's 18<sup>th</sup> birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

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

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

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

LEGAL REF.: Chicago Tribune Co. v. Chicago Bd. of Ed., 773 N.E.2d 674 (Ill.App.1, 2002).  
Owasso I.S.D. No. I-011 v. Falvo, 122 S.Ct. 934 (2002).  
Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.  
Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/.  
105 ILCS 5/10-20.21b, 20.37, 20.40, 5/14-1.01 et seq., and 10/.  
50 ILCS 205/7.  
23 Ill.Admin.Code Parts 226 and 375.

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

ADOPTED: October 28, 2013