

# NILES TOWNSHIP DISTRICT FOR SPECIAL EDUCATION

## Student Handbook

2024-2025



*Empowering All to Achieve*

*Districts 67, 68, 69, 70, 71, 72, 73, 73 ½, 74*

8701 Menard Ave | Morton Grove, IL 60053 | NTDSE 847-965-9040 | Molloy 847-966-8600

Fax | 847-965-0003 | [www.ntdse.org](http://www.ntdse.org)

## TABLE OF CONTENTS

<b>Contact List</b>	Pg. 2
<b>Section 1</b> - Introduction and General Information Welcome to NTDSE - Vision, Mission and Beliefs- Governing Board Members- NTDSE Programs - NTDSE Services - Niles Township Districts and Schools - Registration Procedures - Residency Procedures - School Lunch/Nutrition - Field Trips/Community Trips - Parent/Teacher Conferences - Remote Learning	Pg. 4
<b>Section 2</b> - Attendance and Student Absence	Pg. 14
<b>Section 3</b> - Safety Procedures and Visitors in Buildings	Pg. 17
<b>Section 4</b> - Parents Rights English Learners - Qualified Interpreter Services - PUNS Registration - Inspection of Instructional Materials - Notice of Instruction in Recognizing and Avoiding Sexual Abuse - Notify Parents of their Right to Request their Child's Classroom Teachers' Qualifications - Educational Rights of Homeless Students in the Location Where Homeless Children Receive Services - Parental Objections to Sex Education, Family Life Instruction, and Sexually Transmitted Diseases - Pesticide Application	Pg. 19
<b>Section 5</b> - Internet, Technology, and Publications Distribution of Non-Curricular Materials by Students - Acceptable Use and Internet Safety - Telephone Use in the Building - Cell Phone Policy	Pg. 23
<b>Section 6</b> - Transportation - Bus Procedures	Pg. 25
<b>Section 7</b> - Equal Opportunity - Equal Educational Opportunities	Pg. 28
<b>Section 8</b> - Discipline and Conduct Bullying, Intimidation, and Harassment Prohibited - Prevention of Bullying - Title IX Sexual Harassment - Dress Code - Student Conduct and Discipline - Parents/Guardians Notice When their Child Engages in Aggressive Behavior - Prohibited Student Conduct - Disciplinary Measures - Suspension Procedures - Expulsion Procedures - Teen Dating & Violence - Weapons - Discipline of Special Education Students - Restraint, Isolated Time Out, and Time Out	Pg. 29
<b>Section 9</b> - Personal Property of Students / Search and Seizure	Pg. 46
<b>Section 10</b> - Health and Safety Health - Transporting and Administering Medication in School - Students with Diabetes - Medical Cannabis Administration - Suicide and Depression Awareness and Prevention - Fire Drill Program, Building Specific Plan - School Safety Plans, Including Severe Weather and Injury or Sudden Illness - Health and Guidance Counselor and Social Work Access - Communicable and Infections Disease- Biking and Walking Safety Education - Criminal Offender Notification - Concussions and Head Injuries	Pg. 48
<b>Section 11</b> - Student Records and Privacy	Pg. 57
<b>Section 12</b> - Disclaimer and Member District Handbooks	Pg. 63

## NTDSE ADMINISTRATIVE STAFF

### NTDSE OFFICE

847-965-9040

#### Executive Director

Mrs. Tarin Kendrick ext. 800

#### Director of Facilities, Fiscal Services, and Transportation

Ms. Kathy Gavin ext. 830

#### Director of Special Education (Satellite Programs)

Mrs. Candice Hartranft ext. 801

#### District Program Supervisor

Mrs. Sheila Arad ext. 802

#### Coordinator of Special Education

Ms. Heather Lane ext. 612

#### Coordinator of Special Education

Mrs. Marie Sheedy ext. 865

#### Coordinator of Social/Emotional Learning

Mrs. Kristin Smith ext. 514

#### Early Childhood Coordinator (Meyer School)

Mrs. Francesca Whitney ext. 804

#### Director of Technology

Mr. Joydeep Singh ext. 803

#### Human Resources Coordinator

Mrs. Alicia Hastings ext. 842

#### Bookkeeper

Mrs. Joyce Hummel ext. 832

#### Accounts Payable

Ms. Debbie Haiges ext. 831

#### Administrative Assistants

Ms. Christina Dimas ext. 843

**MOLLOY OFFICE**

**847-966-8600**

**Principal**

Mrs. Christine Perry            ext. 820

**Administrative Assistants**

Mrs. Linda Pusateri            ext. 821

Ms. Jennifer Jolliffe            ext. 822

*Transportation Coordinator*

**ELEMENTARY DISTRICTS – CONTACT INFORMATION**

Golf School District 67 / Lynn Owens	847-966-8200 ext. 329
Skokie School District 68 / Sharon Jacobellis	847-568-8902 ext. 8902
Skokie School District 69 / Kristine Schubert	847-675-7666 ext. 1012
Morton Grove School District 70 / Katie Douglas	847-965-6200 ext. 4266
Niles School District 71 / Laura Guarraci	847-966-9280 ext. 1105
Skokie School District 72 / Carly Gross	847-929-1050 ext. 208
Skokie School District 73 / Vernessa Stepney	847-673-1141 ext.1110
Skokie School District 73 ½ / Anglea DeMay	847-676-8267
Lincolnwood School District 74 / Jennifer Ruttkay	847-675-8234 ext. 3828

## Section 1 - Introduction and General Information

### WELCOME TO NTDSE

Dear NTDSE Families,

NTDSE, together with our member districts, strive to provide a continuum of services to meet the needs of all students within Niles Township. We work collaboratively to ensure that each child's individual needs are fulfilled, and your child's school experience is gratifying.

Please use this Handbook to familiarize yourself with the policies and procedures at NTDSE. Within the Handbook, we outlined our day-to-day routines and school expectations. These practices are aligned with our member districts' expectations. Please also review the policies, procedures and Parent/Student Handbook for your student's home district for additional information relevant to your student's education.

We strive to build a strong connection between home and school and encourage parental support to harness the power of the school community. Parents are encouraged to be active participants in their child's education. Please communicate with your child's teacher regularly and be actively involved in your child's education.

The success of our students requires consistent effort, collaboration, and genuine commitment from students, parents, and staff. Working together, we can make a difference!

I look forward to a great year!



Tarin L. Kendrick  
Executive Director



## Vision

*Empowering All to Achieve*

## Mission

At NTDSE, we collaborate with member districts and families to promote success and independence for all students.

## Beliefs Statements

At NTDSE we...

- **BELIEVE** in the potential of all students.
- **STRIVE** for equity and inclusivity
- **HONOR** diversity
- **CULTIVATE** collaborative relationships with families, staff, districts and community
- **PROVIDE** high-quality professional learning opportunities for continuous growth
- **IMPLEMENT** evidence-based practices through a continuum of individualized learning opportunities

## NTDSE GOVERNING BOARD MEMBERS

2024-2025

DISTRICT	DELEGATE	ALTERNATE
District 67	Noel Lorenzana	Katie Leslie
District 68	Noelle Sullivan	Jeffrey Sterbenc
District 69	Mark Chao ( <b>President</b> )	Kenn Durr
District 70	Pamela Alper ( <b>Secretary</b> )	George Karagozian
District 71	Matt Holbrook	Joe Kuffel
District 72	Jacqueline Bujdei	Estera Tomuta
District 73	Frank Santoro	Atanu Das
District 73.5	LaTasha Nelson	Maureen Jacob
District 74	John Vranas ( <b>Vice President</b> )	Kevin Daly

## NTDSE Programs

### **Early Childhood**

*Ages 3 through 5*

The NTDSE Early Childhood program is committed to providing quality education for children with a variety of special education needs. Our mission is to implement individualized and developmentally appropriate practices to support children's learning. The program follows the Illinois Learning Standards and the curriculum focuses on communication, social skills development, motor development, self-help skills, and academic readiness skills. Classrooms are located at Meyer School, Old Orchard Early Childhood Center, and within the Molloy Education Center

### **LIFE Skills (Learning Independence for Everyone)**

*Grades Kindergarten through age 22*

The mission of the NTDSE LIFE Skills program is to maximize each student's independence in order to access meaningful participation in their community and prepare the students for adult life. The program focuses on functional academics and daily living skills that are aligned with the Illinois Learning Standards. Classrooms are located within the Molloy Education Center and at the Bridges Transition Center in District 219.

### **Project ABLE and ABLE Transition (Academic, Behavior, Learning, Excellence)**

*Grades Kindergarten through Eighth Grade*

NTDSE Project ABLE provides an emotionally supportive environment within the context of high behavioral expectations guided by each student's Individualized Education Program and Behavior Intervention Plan. The curriculum utilized is aligned with the curricula of NTDSE member districts as well as the Illinois Learning Standards. In addition to academics, all students receive social skills instruction and counseling. Classrooms are located at the Molloy Education Center and within member district locations.

### **Project CLASS (Communication, Learning and Social Supports)**

*Grades Kindergarten through Eighth Grade*

The Project CLASS program is for students who show delays in communication, learning, and social reciprocity. The mission of this program is to assist students in learning to function in the general population to the fullest extent possible by supporting communication to develop relationships and build independence. The program is built upon the principles of scientific teaching. Individualized student curriculum is designed to align with the Illinois Learning Standards. Classrooms are located at the Molloy Education Center and within the member district schools.

## NTDSE Services

NTDSE provides support services to help students achieve their education goals. These include:

- Adaptive Physical Education
- Assistive Technology
- Audiological Services
- Behavioral Support Services
- Deaf and Hard of Hearing Services
- Instructional Coaches
- Music Therapy
- Nursing
- Occupational Therapy
- Orientation and Mobility
- Physical Therapy
- Psychology
- School Health Services
- Social Work
- Speech Therapy
- Vision Itinerant Services

## Niles Township Districts and Schools

<b>807</b>	<b>Niles Township District for Special Education (NTDSE)</b> Julia Molloy Education Center 8701 N. Menard Ave Morton Grove, IL 60053	
<b>67</b>	<b>Golf School District</b> Hynes School *Golf School	 (PK-4) (5-8)
<b>68</b>	<b>Skokie School District</b> Devonshire School *Highland School Jane Stenson School *Old Orchard Junior High Old Orchard Early Childhood Center	 (K-5) (K-5) (K-5) (6-8) (PK)
<b>69</b>	<b>Skokie / Morton Grove School District</b> *Madison School *Edison School *Lincoln Junior High	 (PK-2) (3-5) (6-8)
<b>70</b>	<b>Morton Grove School District</b> *Park View School	 (PK-8)
<b>71</b>	<b>Niles Elementary School District</b> Culver School	 (PK-8)
<b>72</b>	<b>Fairview South School District</b> *Fairview School	 (PK-8)
<b>73</b>	<b>East Prairie School District</b> *East Prairie School	 (PK-8)
<b>73.5</b>	<b>Skokie School District</b> *Meyer School *Middleton School McCracken Middle School	 (PK-K) (1-5) (6-8)
<b>74</b>	<b>Lincolnwood School District</b> *Todd Hall *Rutledge Hall *Lincoln Hall	 (K-2) (3-5) (6-8)
<b>219</b>	*Niles West High School	(9-Post-Secondary)

\*Schools that have NTDSE Satellite Classrooms in their building.

## Registration Procedures

### General Information

Students enrolled in NTDSE programs must be approved for the program by their home school district. This process begins at an IEP meeting or when a student registers in their home school district with an IEP.

### Registration

Registration is completed through our online portal, Infinite Campus. Information is provided to parents/guardians following spring break for the following school year. Transportation will be arranged, and students will be able to start school once NTDSE registration and residency in the home district is complete. Registration is on-going throughout the school year as students enroll.

### Required Forms

- **Emergency Information Sheet:** It is imperative that the school office has a current student emergency information form on file. Parents will be asked to complete emergency information forms at the beginning of each school year. These forms ask for address, phone numbers, and names of parents/guardians. Parents must notify the school office immediately if there are any changes that require student information to be updated (including email addresses). Please include your cell phone number as well as a work number and home phone number if available. Also, list the names of two individuals who can be called if you cannot be reached in the event of an accident, illness, or other emergency.
- **Medical Information:** Please see the health section of this handbook for information regarding what is needed for each grade.
- **Permission Notification:** NTDSE asks parents to sign a video/photo release form for each child attending school. This form gives you consent to have your child photographed, videotaped, or audio taped for school, NTDSE's website, social media and classroom use.
- **Use of District Electronic Network:** Technology is used as part of our District's curriculum. The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not to authorize Internet access. NTDSE asks parents/guardians to please read and discuss the *Authorization for Electronic Network Access* with your child and sign the form for use.

- **Home Language Survey:** This form is required by the Illinois State Board of Education for all public-school students in Illinois. It also assists us in knowing if translation services are needed.
- **Procedure Form:** These procedures outline under what circumstances NTDSE staff might use a time out procedure or crisis intervention procedure with your child.

These procedures are used only as a means of maintaining a safe and orderly environment for learning and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individuals, i.e., as a form of punishment. Although the use of these procedures is always viewed as a last option, there are situations where staff might use these procedures to ensure your child's safety. Except in the case of emergency situations where your child is posing a danger to himself/herself or to others, use of time out and/or crisis intervention will be a part of your child's IEP. Your signature indicates that you have been given a copy of these procedures.

- **Explanation of Procedural Safeguards:** This document describes parental rights as they relate to special education services and placements. For additional information regarding these rights, please contact an NTDSE administrator.

## Residency Procedures

### General Information

Families must prove residency with their home school district every year. Each district has specific residency procedures. Once the family has proven residency within the school district, the district will authorize tuition for the student and the student may begin school within NTDSE. Transportation will not be provided until residency is verified.

### Change of Address

Parents/Guardians must notify the NTDSE office immediately when a student has a change of address. If the new address falls outside of the current home school district but within Niles Township, then the parent must prove residency in their new school district. Transportation will be arranged once the new district authorizes tuition.

## School Lunch/Nutrition

NTDSE strives to create a healthy environment for our students and recognizes that nutrition is an essential part of a healthy school environment.

Snacks and cooking activities might be part of a student's school program. If parents are asked to send snacks to school, parents are encouraged to send healthy snacks to school. Parents might be asked to send money to school for snacks which enables the teacher to purchase specific nutritional snacks to accompany our food therapy programming.

The Molloy Education Center does not have a lunch program and students are required to bring a sack lunch to school on a daily basis. Milk and water are provided by the school.

Eligibility for Free Lunch is determined by the student's home school district. Application for Free Lunch should be made at your home school. If a child meets eligibility requirements, NTDSE will provide lunch to your child.

### Field Trips/Community Trips

Throughout the school year, community-based instruction and field trips might be a part of a student's schedule. Community-based instruction and field trips are used to enrich the classroom curriculum and to expose students to community resources.

All community and field trips are conducted under the supervision of a certified NTDSE staff member. Parents will be notified of scheduled community and field trips well in advance of the scheduled activity. Permission for your child to participate in community-based instruction is part of the registration process completed annually. For field trips, a Field Trip permission form will be sent home. Parents are required to sign the permission slip and return the slip to school prior to the field trip. Students without a signed permission slip will not be permitted to attend the trip. Verbal permission is not accepted unless it is accompanied by written documentation. A fax or email with parental signature will be accepted in lieu of the permission slip.

Parents are responsible for all costs associated with the field trip. No student would be denied the opportunity to participate in a field trip due to a parent's inability to pay for the trip.

### Parent/Teacher Conferences

Parent-Teacher conferences are an important way to keep abreast with a student's progress in school. Conferences are scheduled twice a year. Parents are encouraged to schedule a conference with their child's teacher. Dates of the Parent-Teacher conferences are listed on the school's calendar.

Should parents wish to schedule a Parent-Teacher conference at a time other than the scheduled dates, parents are asked to contact their child's teacher. Teachers will make a reasonable effort to schedule a conference with you at a mutually convenient time.

## Remote Learning

NTDSE will continue following local, state, and federal guidance for delivering in-person, remote learning, and/or blended learning instruction as necessary to maintain the health and safety of our community and educational opportunities for students. The District will continue to communicate the essential information and any changes to our instructional format to families and staff.

## Section 2 - Attendance and Student Absence

### Attendance

#### **General Information**

Regular attendance is a critical factor for success in school. The Illinois Compulsory attendance law requires all children ages 6-17 to attend school. Children below the age of 6 years who are enrolled in grades 1 or higher are also required to attend schools while in session during the regular school term. It is the responsibility of the parent or guardian to ensure his/her child attends school regularly in order to obtain maximum benefits from the educational program.

Students may be excused from school for personal illness or medical appointments, pregnancy and medical appointments related to pregnancy, a family member's death or other emergency, observance of a religious holiday, certain court appearances or other approved pre-arranged absences. Additionally, students may be excused for a mental/behavioral health day for up to 5 days without a doctor's note. Absences for mental/behavioral health after 5 days require a doctor's note.

### Absence

#### **Reporting an Absence**

**Molloy Education Center:** Parents are asked to call the Molloy Education Center at **847-966-8600** or email [schoolnurse@ntdse.org](mailto:schoolnurse@ntdse.org) before 8:30 a.m. to report a student's absence. **Phone calls from young adults/or students will not be accepted.** Parents/Guardians who do not notify the school will be contacted. If attempts are unsuccessful, other emergency contacts will be called.

**NTDSE Satellite Site:** Parents/Guardians of students attending NTDSE Satellite sites are asked to follow the procedures for reporting an absence in their building and contact their child's classroom teacher 30 minutes prior to the start of the school day. Alternatively, parents may email [schoolnurse@ntdse.org](mailto:schoolnurse@ntdse.org) about the absence. **Phone calls from young adults/or students will not be accepted.** Parents/Guardians who do not notify the school will be contacted. If attempts are unsuccessful, other emergency contacts will be called.

#### **Student Illness**

A student should be fever-free, without medication, for 24 hours prior to returning to school. When a student has been absent three or more days, the school may require a doctor's note before the student can be readmitted to school. If the absence is due to a contagious disease, a doctor's statement is required in order for the student to return to school.

### **Medical Appointment**

Parents/guardians are encouraged not to make medical appointments for students during the school day unless absolutely necessary. Parents requesting their child to be excused for medical appointments may be required to bring documentation to the office upon their arrival at school. This documentation must include the time of requested dismissal, doctor's name and phone number, and parent/guardian signature. Failure to follow this procedure will result in an unexcused absence.

### **Death in the Family**

When a death in the family occurs, parents/guardians are encouraged to contact the school via telephone or written communication.

### **Parents Out of Town**

It is the responsibility of parents/guardians to inform the office if they will be unavailable for a period of time. The authorized person appearing in the student's emergency contact information must call the office if the student is absent from school. If another adult is designated by the parents/guardians to excuse their child from school, a phone call from the parent/guardian identifying the adult must be received prior to the parents leaving town. Failure to follow the above procedures will result in an unexcused absence.

### **Religious Holiday**

A student may be released from school as an excused absence, to observe a religious holiday or for religious instruction. It is encouraged that the student's parent/guardian give notice to the teacher at least 5 calendar days before the student's anticipated absence.

### **Court Appearance**

Parents requesting their child be excused due to a court appearance may be required to bring documentation from the appropriate authorities in order for the absence to be excused.

### **Vacations**

Parents are highly discouraged from taking their students out of school for vacations outside of the District's planned vacation times. Time out of school can be detrimental to a child's progress, growth, and success in school. It is not the responsibility of the teaching staff to prepare work prior to a trip. **Students who are absent for vacation for more than ten consecutive, regularly scheduled school days will be reported to their home school district which will result in being withdrawn from enrollment.** Upon return, parents will need to re-register their child(ren) in their home district.

### **Excessive Absenteeism/Truancy**

If a child is absent for 10 consecutive days, not due to illness, he/she will be withdrawn from enrollment. Prior to re-enrollment, parents will have to re-register their child within their home district.

A chronic or habitual truant is a child subject to compulsory attendance laws who is absent without valid cause from school for 5% or more of the previous 176 regular attendance days. (A person who willfully attempts to encourage a child to not attend school is guilty of a Class C misdemeanor.) Schools may implement one or more of the following consequences:

- Parent/guardian conference;
- All future absences must be verified by a physician or dentist;
- Restriction or prohibition in the participation of extracurricular activities, field trips, or other activities;
- The student may be reported to the Regional Office of Education.

### **Home / Hospital Instruction**

A student who is unable to attend school for more than 10 consecutive school days due to a health or physical impairment or who will have ongoing intermittent absences because of a health or physical impairment related to the same illness may be eligible for home instruction services. Appropriate educational services shall begin as soon as eligibility has been established through an IEP meeting and within five days of receipt of a written statement from a licensed physician and written parental/ guardian request filed in the office of the Principal/ Director which satisfied the criteria for eligibility for home/hospital instruction.

Instructional time will be provided for a minimum of 5 clock hours per week on the days when school is normally in session. Periodic conferences will be held between appropriate school personnel, parent(s)/ guardian(s), the treating physician, and hospital staff, when appropriate, to coordinate course work and facilitate the student's return to school.

### **Leaving the School Grounds Without Permission (Elopement Procedures)**

Police will be called to support student safety when a student has left the school grounds. Students who leave school grounds without permission may not be allowed to return to the building on that day. A parent/guardian may be called to pick up the student from the Molloy Education Center and/or there may be further disciplinary consequences at school. To maintain safety, staff members(s) will try to maintain visual contact with the student and report their location to a designated staff member in the school building, until the student has been located by the police. Parent/Family or school staff may request an immediate meeting to discuss the elopement incident.

### **Early Departure/Late Arrival Procedures**

Students requiring an early departure must be signed out at the office by a parent or guardian. Students arriving at school after the school start time must be signed in at the office by a parent or guardian. Students arriving late by any method of transportation, other than the district provided transportation, will be counted as tardy. Parents/guardians are responsible for ensuring students arrive at school on time every day.

## Section 3 - Safety Procedures and Visitors in Buildings

### Safety Procedures

#### **General Information**

One of NTDSE's main priorities is maintaining a safe and secure learning environment for all students, staff, and visitors. A comprehensive Crisis Plan has been developed for the Molloy Education Center. The Crisis Plan includes procedures for fire, tornado and emergency evacuation drills. Drills are conducted on a regular basis to ensure that staff and students are familiar with the procedures to be followed in the event of an actual emergency.

Parents are advised that in the event of an emergency, students would remain at school under the supervision of school staff until the emergency has ended. This means that regularly scheduled dismissal times might be ignored if the emergency continues past the typical end of the school day. In this event, parents would not be permitted to take their child home until the emergency has ended.

### Visitors in Buildings

#### **Identification and Registration of Persons Entering the School Building**

All visitors to school property are required to report to the main office and receive permission to remain on school property. All visitors will show identification, and wear a visitor's badge. A valid State issued ID is required to enter the building. The office staff will scan your ID. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

#### **General Information:**

NTDSE believes that parents are our educational partners and encourages parents to maintain an active role in their child's education. To this end, NTDSE encourages parents to visit their child's classroom and to maintain regular communication with teachers, therapists and administrators regarding their child's educational progress. In addition to parents, NTDSE welcomes visits from professionals working with our students. We believe that collaboration between professionals supports maximum student growth. Please see the below Classroom Observation Procedures for specific information related to visits from parents and private providers.

## **Videos and Photos**

Photos taken by parents/guardians and/or family members at school functions, which include NTDSE students other than your own, may not be shared on social media or other internet websites.

## **Parents' School Visitation Rights**

The School Visitation Rights Act permits employed parent(s)/guardian(s), who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Upon written request, employers must grant employees leave of up to eight hours per school year, not to exceed four hours in any given day, to attend their children's classroom activities or school conferences which cannot be scheduled during non-work hours. Letters verifying participation in this program are available from the District office upon request.

## **Classroom Observation Procedures for Parents and Private Providers**

NTDSE welcomes the opportunity to collaborate with parents and private providers in order to meet the needs of students. In order to facilitate the many requests made for school observations in a timely manner, a specific process is utilized by the District.

Before scheduling any observation, the District must have a current "Authorization for Exchange of Confidential Information" on file for any private provider who wishes to observe or consult. In addition, any observers will be required to sign the Classroom Observation Confidentiality Acknowledgement Form. Observations are limited to one hour each trimester per individual requesting.

Requests for observations must be made at least one week in advance of preferred visit dates by submitting a [Classroom Observation Request Form](#), which also includes these components:

- Individual making request
- Name and title of observer
- Purpose of observation
- Preferred visit days and times
- Contact information

Classroom observation request forms should be completed and submitted to the Program Administrator.

Each Classroom Observation Request will be considered on an individual basis based on its purpose, duration, and frequency. We will make every effort to accommodate observation requests, but our first priority is maintaining the learning environment for our students. To minimize classroom disruptions, observation durations are limited to one hour and are based on staff availability. A member of the student's educational team, such as the Principal,

Psychologist, Social Worker, and/or Program Administrator, will always accompany visitors throughout the duration of the observation. Visits will be scheduled in an effort to accommodate the classroom schedule, school personnel schedule, and the requests of the parent or private provider. If there is a need for a follow-up discussion with the teacher, this must be scheduled in addition to the actual observation.

## Section 4 - Parents' Rights

### English Learners

Each Member District offers opportunities for resident English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Each Member District shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English speaking ability.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about:
  - a) the reasons for their child's identification,
  - b) their child's level of English proficiency,
  - c) the method of instruction to be used,
  - d) how the program will meet their child's needs
  - e) specific exit requirements of the program,
  - f) how the program will meet their child's Individualized Education Program, if applicable, and
  - g) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information

about, the District's English Learners programs. See Board policy 6:160, English Language Learners for more information.

## Qualified Interpreter Services

Interpretation services are available at IEP team meetings for parents/guardians whose language is not English or for parents/guardians who are deaf. If a qualified interpreter is not available, the school may use outside vendors, including telephonic interpreters. A parent/guardian requiring interpretation services at an IEP meeting may contact their student's Program Administrator at least 5 business days prior to the student's IEP meeting to request interpretation services. In addition to interpretation services, written translations of vital IEP process documents may be available to parents/guardians of students with IEPs. A parent/guardian may also contact the Director of Special Education (847-965-9040) with any questions or complaints about interpretation services and/or to find out more information or to address concerns regarding translation of vital IEP documents.

## PUNS Registration

The prioritization of Urgency of Needs for Services (PUNS) Database: the District shall determine a student's PUNS database registration status at the annual review IEP meeting for students with intellectual or developmental disabilities. If a student is not registered, the IEP team will refer the student to the District's designated, trained employee named below:

Teri Queen  
847-966-8600 x 823  
TQueen@ntdse.org

## Inspection of Instructional Materials

Parents/guardians have the right to inspect any instructional material that is used as part of their child's educational curriculum. Parents/guardians will have access to the instructional material within a reasonable period of time after a request for review/inspection has been received and processed by the NTDSE administrator. The term "instructional material" means instructional content that is provided to a student regardless of its format. It includes printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

## Notice of Instruction and Awareness in Recognizing and Preventing Sexual Abuse and Grooming Behaviors

Sexual abuse, grooming behaviors, inappropriate employee-student relationships, and other boundary violations harm students, their parents/guardians, the school community and

environment, and the community at large, while diminishing a student's ability to learn. Such conduct is prohibited pursuant to Board Policy 5:120. To increase awareness and understanding of these issues, the District encourages parents/guardians, students and all members of the school community to closely review Board Policy 5:120, *Employee Ethics, Conduct, and Conflict of Interest*, Board Policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and information about the warning signs of child sexual abuse, assistance, referral, or resource information, grooming behaviors and how to report those behaviors, appropriate relationships between school personnel and students, and how to prevent child abuse from happening.

Additionally, pursuant to School Code Section 10-23.13 ("Erin's Law") and Section 27-9.1, NTDSE implements an age-appropriate sexual assault and sexual abuse awareness and prevention curriculum. Age-appropriate instruction will assist students in recognizing unsafe situations and assist them in knowing how to respond to unsafe situations. Grade-specific content areas, curriculum and materials are available for review/inspection. Parents/guardians have the option of requesting that their child not participate in the Erin's Law lessons. Please contact the Director for Special Education (847-965-9040) for additional information.

### **Notify Parents of their Right to Request their Child's Classroom Teachers' Qualifications**

A parent/guardian has the right to request information regarding the professional qualifications of any teacher who is instructing their student. Information regarding the following may be requested:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status
- The bachelor's degree major of the teacher;
- Any other certifications or degrees held by the teacher and the subject areas of the certifications or degrees; and/or
- If services are being provided by paraprofessionals, and if so, their qualifications.

Requests for this information should be sent to the Executive Director/Superintendent (847-965-9040).

### **Educational Rights of Homeless Students in the Location Where Homeless Children Receive Services**

Each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including public pre-school education. A *homeless child* is

defined as provided in the McKinney Homeless Assistance Act and the Illinois Education for Homeless Children Act.

A homeless child may attend the school that the child attended when permanently housed or in which the child was last enrolled. In the alternative, a homeless child living in any school's attendance area may attend that school. 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.

For more information regarding supports and services available to homeless students and families, please contact your home district.

### **Parental Objections to Comprehensive Sex Education, Family Life Instruction, and Sexually Transmitted Diseases**

Students will not be required to take or participate in any class or courses in comprehensive sex education instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. Parents or guardians may examine the instructional materials to be used in any sex education class or course.

### **Pesticide Application**

NTDSE periodically applies pesticides to maintain a pest-free school environment. If anyone wishes to be notified at least two business days in advance of when pesticides are applied, please notify the Administrative office at 847-965-9040. An Asbestos Notice is available on NTDSE's website under facilities documents. Please contact the Director of Facilities Management with any questions or concerns.

## Section 5 - Internet, Technology and Publications

### Distribution of Non-Curricular Materials by Students

Students are prohibited from accessing and/or distributing at school any written or electronic material including material from the internet:

1. That will cause substantial disruption to the proper and orderly operation and discipline of the school or school activities;
2. That violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. That is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. That is primarily intended for the immediate solicitation of funds; or
5. That is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such outside sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or materials are endorsed by NTDSE.

### Acceptable Use and Internet Safety

Student access to the school's electronic network must be for the purpose of education or research, and be consistent with the educational objectives. The use of the school's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or NTDSE administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke or suspend access at any time. His or her decision is final. Parents/guardians must sign the NTDSE *Authorization for Electronic Network Access*.

## Telephone Use in the Building

Parents who need to contact their children in case of emergency should do so through the main office. Students are called from class for emergencies. All other messages will be delivered to the students outside of instructional time.

Students may make brief calls from the office phone before and after school. Telephones in the classroom are for teacher-use only; students may not use these phones. Students found to be using a classroom phone will be referred to administration for discipline.

## Cell Phone Policy

The Cooperative prohibits use of 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 bathroom, 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. All personal 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 the student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Cell phones may be used before and after school only. Cell phones are not permitted in the classroom. Students are expected to keep their phone in their locker or to release their phone to school personnel to be placed in a locked box. If a student refuses to release their phone, the student's parent will be called to come pick up the phone.

## Section 6 - Transportation - Bus Procedures

### Transportation/Bus Procedures

#### **General Information:**

If a child is eligible for transportation, then the parent/guardian must complete a Parent/School Transportation Agreement found in the registration packet. Transportation is the responsibility of the student's home school district. The student's IEP determines how the student will be transported to and from school. If the home district chooses to provide their own transportation, then their rules and guidelines will apply. If the home district chooses to provide transportation through NTDSE, then the following guidelines will apply:

- Parents/guardians are responsible for the safety and well-being of their children before they board the bus in the morning and after they leave the bus in the afternoon.
- Children under the age of 12 must have a parent or other adult home to receive him/her after school.
- Parents/guardians must notify/list responsible adults to receive their children on the transportation..
- The bus driver will not permit any child to leave the bus until a responsible adult is visible to the driver. This may be accomplished by the adult coming to the front door, opening the door of sight to the bus and motioning to the driver. The driver cannot assume that someone is home merely because the door is unlocked and the child is able to enter the house.
- When a bus drops off a child and no pre-designated adult is there to receive the child, then the child will be returned to the Molloy Center and the parents will be contacted. After the second offense, parents will receive written notification. Upon the third offense, the Department of Child and Family Services will be contacted. Parents must provide written and signed permission for children 12 or older to be dropped off at home without an adult receiving him/her.

**NTDSE transports students only within the boundaries of Niles Township. Districts who provide their own transportation have specific transportation boundaries and rules.**

#### **Bus Changes/Late Bus Rules**

If a parent requires a change in the bus pick-up or drop-off, they must contact the NTDSE office 3 school days prior to the change. It will be the responsibility of the parent to make arrangements to see that their child is consistently transported to school until the Director of Transportation can accommodate the change.

### **Bus Transportation for Field Trips**

At times, the students will be allowed to ride school buses for field trips and community trips when parents provide written permission.

### **Bus Rules and Regulations for Students**

While on the school bus, students must follow the rules or directives issued by the bus driver to ensure a safe trip. Any violation to the following rules will be submitted by the driver to NTDSE. In addition to the school rules, the following rules apply for students riding the school bus:

1. Each student shall be seated immediately upon entering the bus and must fasten his or her seatbelt or vested seatbelt.
2. Remain seated at all times while the bus is moving. Students who have difficulty remaining in their seat may require a vested seatbelt for their personal safety.
3. Loud or profane language or indecent conduct will not be tolerated.
4. Students will not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet or body in any objectionable manner. Keep head, hands, and arms inside the bus at all times.
5. Keep the aisle clear and free of objects.
6. No students shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. Students should be ready and waiting at their home when the school bus arrives. Generally, buses will run close to the same time each day; however, times are subject to change. Buses will wait for a student for 3 minutes at each stop and will then proceed to their next location.
8. Obey the driver's directions promptly and cooperatively.
9. Eating, drinking, or littering is not allowed on the bus.
10. Medication may be transported in a locked box provided by the NTDSE nurse. Authorized inhalers and EpiPens do not need to be in the locked box. They can be transported to and from school by students.
11. Animals may not be transported to or from school on the bus unless it is previously authorized.
12. Any item that could be considered a distraction or cause a dangerous situation is not allowed on the bus.

### **Videotape Surveillance of Buses**

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: Director of Fiscal Services.

### **Parent Vehicle Safety**

Parents should show extreme caution on or near school grounds, reduce speed, increase vigilance, and be alert for children crossing near vehicles. Parents should make sure their

children are legally restrained in car safety seats when arriving at school and when leaving school grounds. Parents are required to follow all drop-off and pick-up procedures.

**No Cell Phones in a School Zone Law**

State law requires that all individuals, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone. There are exceptions for a person engaged in highway construction or maintenance, emergencies and when the phone is in voice-activated mode.

**Transportation of Students by a School Employee**

No school employee may transport students in school or private vehicles unless authorized by the administration and the student's parents/ guardians.

## Section 7 – Equal Opportunity

### 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, actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity, be denied equal access to programs, activities, services, or benefits, be limited in the exercise of any right, privilege or advantage, or be denied equal access to educational and extracurricular programs and activities. Students shall be treated and supported in a manner consistent with their gender identity. This shall include but not be limited to; students having access to gendered facilities, including restrooms and locker rooms that correspond to their gender identity.

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 Governing Board policy 8:20, Community Use of School Facilities.

Any student or their parent/guardian may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure, or by contacting the Non-Discrimination Coordinator. The contact information for the Non-Discrimination Coordinator is listed below:

Nondiscrimination Coordinator:

Kathy Gavin

8701 Menard Avenue, Morton Grove, IL 60053

847.965.9040

## Section 8- Discipline and Conduct

### 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.

#### 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, School Administrator, a Complaint Manager, or any staff member with whom the student is comfortable speaking. 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.

Parents/guardians of all students involved in an alleged bullying incident will be notified within 24 hours of the School's administration being made aware of a student's involvement in the incident. The District will discuss with parents/guardians, as appropriate, the availability of social work services, counseling services, school psychologist services, and other interventions and restorative measures for the involved student.

Nondiscrimination Coordinator:

Kathy Gavin

8701 Menard Avenue, Morton Grove, IL 60053

847.965.9040

[kgavin@ntdse.org](mailto:kgavin@ntdse.org)

Complaint Managers:

Kathy Gavin and Joydeep Singh

8701 Menard Avenue, Morton Grove, IL 60053

847.965.9040

[kgavin@ntdse.org](mailto:kgavin@ntdse.org)

[jsingh@ntdse.org](mailto:jsingh@ntdse.org)

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.

## Prevention of Bullying

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 non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school District or school if the bullying causes a substantial disruption to the 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 non-school-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.

### **Bullying Prevention and Response Plan**

The Executive Director 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. Using the definition of bullying as provided in this policy, the Executive Director or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
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 Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff

members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Nondiscrimination Coordinator:

Kathy Gavin

8701 Menard Avenue, Morton Grove, IL 60053

[kgavin@ntdse.org](mailto:kgavin@ntdse.org) - 847-965-9040

Complaint Manager:

Kathy Gavin

8701 Menard Ave., Morton Grove, IL 60053

[kgaving@ntdse.org](mailto:kgaving@ntdse.org) - 847-965-9040

## Title IX: Sexual Harassment

### **Title IX Sexual Harassment Prohibited**

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment may include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

### **Title IX Sexual Harassment Prevention and Response**

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

1. Ensures that the District's comprehensive health education program in Board policy 6:60, Curriculum Content, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b)

age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.

2. Incorporates education and training for school staff including for the Title IX Coordinator, Nondiscrimination Coordinator, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, , and in each handbook made available to such persons.

### **Making a Report**

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Administrator or any employee with whom the person is comfortable speaking.

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

### **Processing and Reviewing a Report or Complaint**

Upon receipt of a report, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

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

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

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

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation. The Executive Director or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

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

10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### **Enforcement**

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in Title IX sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in Title IX sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in Title IX sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action. This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

### **Retaliation Prohibited**

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. A person who believes that he or she is being retaliated against should make a report to the Title IX Coordinator, Nondiscrimination Coordinator, or Building Principal.

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

## **Dress Code**

NTDSE believes that proper dress creates a respectful, productive learning environment for all students. Inappropriate clothing is disruptive and disrespectful to other students and to staff members.

While NTDSE does not maintain a formal student dress code, certain basic standards of clothing are required. Among the prohibited clothing items are:

- Clothing cannot be excessively torn or ripped.

- Shirts and blouses must cover the entire torso and must hit the top of pants.
- Pants must be worn at hip level.
- Except for religious reasons, hats are not to be worn in school.
- Hats and coats must be kept in lockers during school hours.
- Clothing that represents/glamorizes/promotes gang membership, alcohol, tobacco or sexual activities are prohibited.
- Appropriate footwear is required.
- Sunglasses are not to be worn inside the school building.

The NTDSE dress code does not apply to hairstyles, including hairstyles historically associated with race, ethnicity, or hair texture.

## Student Conduct and 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; and (4) 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.

## Parents/Guardians Notice When their Child Engages in Aggressive Behavior

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 Director 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.

## 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 marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - b) Any anabolic steroid unless it is being administered in accordance with a physician 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 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 or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
  - 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, ing 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 an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 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,
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.

## Disciplinary Measures

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 Administrator or designee shall ensure that the student is properly supervised
7. After-school 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 Administrator 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 may also be restricted from being on school grounds and at school activities.
11. 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 may also be restricted from being on school grounds and at school activities.
12. 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.
13. 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.

## Suspension Procedures

### **In-School Suspension**

The Executive Director or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

### **Out-of-School Suspension**

The Executive Director or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend and the specific duration of the suspension, including the actual dates of suspension; and
  - d. For a suspension of five or more school days, a statement of what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
4. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Director or designee.
5. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Director or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's

report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail;

- a. That the student committed the gross disobedience or misconduct as charged;
- b. For suspensions of three or fewer days: That the student's continued presence at school would pose a threat to school safety, or a disruption to other students' learning opportunities;
- c. For suspensions of four or more school days:
  - i. That the student's continued presence at school would pose a threat to the safety of other students, staff, or members of the school community, or substantially disrupt, impede, or interfere with the operation of the school; and
  - ii. That other appropriate and available interventions were attempted or whether it was determined that there were no other appropriate and available interventions; and
- d. The rationale as to the specific duration of the suspension; and
- e. Describe the appropriate and available support services provided to the student during the period of suspension or whether it was determined that there were no appropriate and available support services.

## Expulsion Procedures

The final authority for expulsion of a student receiving services from the Joint Agreement lies with the Board of Education of the student's district of residence. The district of residence's policy for expulsion of students will be followed, including the due process procedure.

No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. A special education student whose gross disobedience or misconduct is not a manifestation of his/her disability may be expelled pursuant to the expulsion procedures, in accordance with the district of residence, provided that the student shall continue to receive educational services as provided in the individualized education program during the period of expulsion.

## Teen Dating & Violence

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 Executive Director 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, or a Complaint Manager identified in policy 7:20, Harassment of Students Prohibited.

3. Incorporates age-appropriate instruction in grades 7 through 12, 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, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

## 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 Executive Director, and the Executive Director's determination may be modified by the Board of Education of the student's district of residence on a case-by-case basis. The Executive Director or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, 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.

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.

## Discipline of Special Education Students

NTDSE shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Discipline of students with disabilities is governed by Federal and State regulations. Students guilty of any misconduct will be disciplined in accordance with NTDSE Board Policy, the student's District of residence Board Policy and State and Federal Laws.

For conduct that represents a violation of the law (e.g., drug use, weapons, etc.), school officials will notify the local law enforcement agency. Parents will be notified whenever police involvement is initiated.

Please refer to NTDSE Board Policies and Parents' Rights documents for a further explanation of discipline of students with disabilities.

## Restraint, Isolated Time Out, and Time Out

Restraint, isolated time out, and time out are permitted in the Cooperative's schools only for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill. Admin. Code 1.280, 1.285), and the Cooperative's policy/procedure(s). Restraint, isolated time out, or time out shall not be used as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. NTDSE has a restraint and time out (RTO) plan consistent with the *Illinois State Board of Education restraint and timeout reduction goals*, which provides a continuous evaluation of best practices for providing alternatives to time out and restraint. This plan is available upon request.

## Section 9 - Personal Property - Search and Seizure

### Personal Property of Students

Students are responsible for maintaining their personal property. Items brought from home are the students' personal items and NTDSE does not assume any responsibility for the loss or damage of these personal items. It is strongly recommended that students not bring electronic items from home (i-Pads, gaming devices, phones, etc.).

Cell phones and personal electronics are an important part of the 21<sup>st</sup> century. It is important that every student understands the acceptable use of these electronic devices at their school and during school academic time. Students are expected to place their personal electronic devices in their locker during the school day. Students who demonstrate inappropriate uses of electronic devices are subject to disciplinary action, as well as confiscation of any device that is deemed disruptive to the learning environment. Furthermore, students may not employ the photo-graphic, video, or audio recording or reproduction capacity of any electronic device for the purpose of photographing, video capture, recording or reproduction of any student or staff person without the prior consent of the student or staff person, or under the supervision of a teacher or administrator. This applies at all times while on school property, school transportation, and/or school sponsored events.

### 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.

### **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 Executive Director 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 75/7:140

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.

## Section 10 - Health and Safety

### Health

NTDSE encourages students to practice good hygiene in order to maintain a healthy learning environment.

Students should not attend school if any of the following conditions are present:

- Temperature of 99.4 degrees or higher
- Vomiting
- Diarrhea
- Incessant or deep cough
- Conjunctivitis (pink eye)
- Strep throat
- Unidentified rash

Symptoms should be absent for twenty-four hours before the student returns to school (fever-free without medication) and a physician's note may be required after a child misses 3 consecutive days. Children with communicable diseases will be excluded from school. Please contact your physician in these cases and notify the school nurse or specialist when a diagnosis is established. NTDSE may include additional health requirements and absence or exclusion criteria based on public health recommendations.

#### **Health Examinations, Immunizations, and Exclusion of Students**

A student must follow the guidelines set forth in the registration packet regarding submission of health examinations, immunizations, and eye examinations by October 15 of the current school year and dental examinations by May 15 of the current school year. Failure to comply with the requirements will result in the student's exclusion from school until the required health forms are presented to NTDSE. A student shall be considered in compliance with the health examination and immunization requirement in Section 27-8.1 of the School Code if all applicable immunizations that a child can medically receive are given before entering school and a signed statement from a health care provider is presented indicating when the remaining medically indicated immunization will be administered within the current school year. The NTDSE nurse shall monitor immunization schedules to ensure their completion. If a child is delinquent for a scheduled appointment for immunization, he or she is no longer considered to be in compliance. All new students who are first-time registrants shall have 30 days following the registration to comply with the health procedures as required by the NTDSE Governing Board Policy and State Law. A student may submit a waiver form to be exempt from health, dental, and eye examinations if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides these types of examinations.

### **Health Protocols**

If a child requires a specific health protocol for allergies, seizures, asthma, diabetes, feeding, etc., the parent should contact the NTDSE Nurse's Office. The NTDSE Nurse's will then write an individual healthcare plan which will be reviewed and authorized by the parent/guardian for the teachers and staff (including bus staff) working with the student. The NTDSE Nurse's will also provide the appropriate training. Individual healthcare plans will be reviewed on a yearly basis, when changes are made or otherwise specified by a student's IEP.

### **Medication or School Health Services**

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 medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the student and otherwise follow the District's procedures on dispensing medication. No NTDSE employee shall administer to any student, or supervise a student's self-administration of, any prescription or over-the-counter medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian.

Medication can be administered once we have the proper consent forms signed. If you need a School Medication Authorization form, please contact the NTDSE Nurse's Office.. All medication must be stored in and dispensed from the NTDSE Nurse's Office, in the original bottle, with the exceptions noted below.

A student may possess an epinephrine auto-injector and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian and physician have completed and signed the appropriate medication forms. A student may also possess the supplies and equipment necessary to manage their diabetes pursuant to a diabetes care plan approved and signed by the student's physician.

For more information about NTDSE's procedures/policy for prevention of anaphylaxis and during a medical emergency resulting from anaphylaxis please contact the NTDSE Nurse's Office at [schoolnurse@ntdse.org](mailto:schoolnurse@ntdse.org)

## **Transporting and Administering Medication in School**

NTDSE wants to ensure you are aware of our policy regarding medication. If your child must have medication of any type dispensed to them during school hours, including over-the-counter drugs, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate time(s)

OR

2. The school may administer the medication after the following steps are completed:
  - a) You must obtain a copy of the medication form from the school nurse or school secretary.
  - b) Your child's doctor must complete the form by listing the medication(s) needed dosage and the number of times per day the medication is to be administered.
  - c) This form must be completed by the doctor for both prescription and over-the-counter drugs.
  - d) The form must be signed by the doctor and by you, the parent or guardian.
  - e) Ask your pharmacist to divide your child's medication into two separate bottles, one for home and one for school. Each bottle should have its own label.
  - f) Prescription medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber. Prescription medication must display:
    - Student's Name
    - Prescription Number
    - Medication Name and Dosage
    - Administration Route or Other Directions
    - Date and Refill
    - Licensed Prescriber's Name
    - Pharmacy Name, Address, and Phone Number
    - Name or Initials of Pharmacist

**Transporting medication to school:**

1. A parent/guardian must directly deliver the medication to the school.
2. If a parent/guardian is unable to deliver medication and the student is transported to school by bus, the medication must be delivered in a locked medication bag.
3. The school nurse will send an unlocked bag home with your child.
4. The parent/guardian will place the medication bottle in the bag and lock the bag.
5. The student may transport the locked bag to school.

If medication is not received via a parent/guardian or in a locked bag, the parent/guardian will be contacted after the first time. If it continues, we will contact the Department of Children and

Family Services (DCFS) due to the unsafe and illegal transportation of medication. Children are not allowed to transport medication.

Please have your child's physician fill out an emergency action plan if your child needs an epi-pen, asthma medications, or seizure medications. School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by both doctor and parent or guardian, and the medication has been received in a container with the appropriate labeling.

## Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the NTDSE Nurse's Office. Parents/guardians are responsible for and must:

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

Parents may grant consent for and authorize designated District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the NTDSE Nurse's Office at 847-966-8600 or [schoolnurse@ntdse.org](mailto:schoolnurse@ntdse.org).

## Medical Cannabis Administration

Pursuant to the Compassionate Use of Medical Cannabis Program Act, medical cannabis infused products may be administered to a student in certain circumstances, as indicated in Board Policy 7:270, *Administering Medicines to Students*. Medical Cannabis infused products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

For questions or concerns regarding administration of medication to students, please contact the NTDSE School Nurse (847-966-8600).

## 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 Executive Director 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 5/2-3.166(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 Program, 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. Implementation will incorporate:
  - a) The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
  - b) 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 ILCS49/ (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.

### **Illinois Suicide Prevention Strategic Planning Committee**

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

### **Fire Drill Program, Building Specific Plan**

Periodic fire drills shall be conducted at various times throughout the year to prepare staff and students for an organized evacuation in case of a fire or other emergency. Drills will be held at both expected and unexpected times in order to simulate the unusual conditions that can occur in an actual emergency. The Molloy Principal shall determine whether prior notice will be given regarding the conducting of any fire drill.

### **School Safety Plans, Including Severe Weather and Injury or Sudden Illness**

Safety drills will occur at times established by the administration. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a

minimum of one (1) law enforcement lockdown drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the discretion of the administration. School administration and/or the student's parents/guardian may exempt a student from participating in a walk-through lockdown drill.

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of a delayed start, school closings, or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information and check the website, <http://www.ntdse.org> for emergency information.

**Radio:** WGN 720 AM or WBBM 780 AM

**TV:** Channels 2, 5, 7, 9, FOX and CLTV

**NTDSE Satellite:** NTDSE Satellite Sites follow the host school's calendar and emergency closing procedures. You will receive a phone call, text and email if the school is closed.

**NTDSE Molloy:**

If there is a possibility of not having school due to weather conditions, you will receive a text, phone call and email from NTDSE.

**Phone:** We will attempt to contact parents at the phone number given to the District at registration. **If this emergency number has changed, please contact the office with the correct number. If you do not have a phone, please advise your child and the office on the procedure he/she should follow.**

*Please do not contact the schools as phone lines must be kept open for emergency, maintenance, bus driver, and police calls.*

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If school dismisses early for an emergency, all after-school functions are automatically canceled.

## Health and Guidance Counselor and Social Work Access

NTDSE provides guidance, counseling and social work services for students. The District's social workers and counselors are available to those students who require additional assistance. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. If a student requires ongoing social work services, the parent/guardian will be contacted to discuss and obtain consent and/or it will be brought to the IEP team for consideration of ongoing social work services.

## Communicable and Infectious Disease

The District observes the following recommendations of the Illinois Department of Public Health regarding communicable diseases:

1. Parent(s)/guardian(s) are required to notify the school health office if they suspect their child has a communicable disease.
2. In certain cases, students with a suspected communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## Biking and Walking Safety Education

Students are to obey all safety rules when walking or riding their bicycles to and from school. Students should:

- A. Walk on sidewalks whenever possible -- do not walk in the road.
- B. Never trespass on private property.
- C. Look both ways before crossing the street.

Bicycles must be parked in the bicycle racks provided. Students must walk their bicycles onto and off school grounds. Students must not play around the bicycle racks or automobiles. Any student which disobeys these rules shall lose their right to ride their bicycle to school.

## Criminal Offender Notification

The Principal or designee shall inform parents/guardians about the availability of information concerning sex offenders during school registration and, if feasible, during parent-teacher conferences. See the Sex Offender Community Notification Law, 730 ILCS 152/101 et seq., as amended by P.A. 94-994, eff. 1/1/07. Parents/guardians may also seek information regarding criminal offenders via the Statewide Sex Offender Database (a/k/a Sex Offender Registry), at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor), and the Statewide Child Murderer and Violent Offender Against Youth Database, at [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/).

## Concussions and Head Injuries

Students who exhibit signs, symptoms, or behaviors consistent with a concussion or head injury must be removed from participation or competition at that time. Such students will not be allowed to return to play unless cleared by a physician, physician assistant, certified athletic trainer, or advance practice nurse. Students who have experienced concussions will be supported by the NTDSE in accordance with the school's Return-to-Play and Return-to-Learn protocols. Parents/guardians should notify the administrator and the NTDSE Nurse's Office if they are aware that their student has suffered a concussion.

## Section 11 - Student Records and Privacy

### Student Records

School student records are confidential and information from them shall not be released other than as provided by law.

NTDSE student records are maintained by the home school district. Parents/guardians interested in reviewing their child's records should contact their home district.

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

1. Inspect and review the student's educational records no later than 10 business days after the day the District receives a request for access unless the District extends the response time by no more than 5 business days from the original due date.
  - a. No person who is prohibited by an order of protection from inspecting or obtaining school records of a student shall have any right of access to, or inspection of, the school records of that student.
  - b. There may be a charge for copies. This fee will be waived for those unable to afford such cost. This includes the right to review and copy a student's school student records prior to any special education eligibility or IEP meeting.
2. Request that a record be amended and/or to challenge the contents of a record if it is inaccurate, irrelevant or improper. Requests should be sent to the administrator and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. Permit disclosure of personally identifiable information contained in the student's education records, except to the extent FERPA or ISSRA authorizes disclosure without consent. The District may disclose personally identifiable information from the records of a student without obtaining prior written consent of the parent(s)/guardian(s) or the eligible student:
  - a. To other school officials, including teachers, whom the school has determined to have legitimate educational interests.
  - b. To officials of another 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.

- c. To persons authorized or required by state or federal law to gain such access.
  - d. To appropriate officials in connection with a health or safety emergency.
  - e. To comply with a judicial order.
  - f. To a governmental agency or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance pursuant to the compulsory student attendance laws of Illinois.
  - g. To those SHOCAP committee members who fall within the meaning of "state and local officials and authorities" for purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources.
  - h. To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
  - i. To the State Board or another State government agency or between or among State government agencies in order to evaluate or audit federal and State programs or perform research and planning.
  - j. To any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified.
  - k. To juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
4. A copy of any school student record proposed to be destroyed or deleted.
  5. Prohibit the release of directory information concerning the student. Please see below for more information regarding release of directory information.
  6. Obtain a copy of the District's policy and administrative guidelines on student records that are not included herein.
  7. File a complaint of noncompliance with the U.S. Department of Education concerning alleged failures by the District to comply with requirements of the Family Educational Rights and Privacy Act (FERPA). The Family Policy Compliance Office (FPCO) administers FERPA, the Protection of Pupil Rights Amendment (PPRA) and provisions of the Elementary and Secondary Education Act (ESEA) that require local educational agencies that receive ESEA funds to provide military recruiters with contact information on students unless their parents/guardians opt out of the disclosure. You may contact the United States Department of Education at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave SW  
Washington, D.C. 20202-4605

8. No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under state law.

9. NTDSE will not permit the collection, disclosure or use of personal information collected from students for the purpose of selling that information.

### **Permanent Records**

Districts are required by law to maintain a student's permanent records for no less than 60 years after the student has transferred, graduated, or otherwise withdrawn from a District. Examples of permanent records include, but are not limited to, personal identifying information, student and parent/guardian names and addresses, birth date and place, gender, academic transcripts, attendance records, health records, honors and awards received, school-sponsored activity information, and proof of release of permanent record information.

### **Temporary Records**

Districts are required to maintain a student's temporary records for no less than 5 years after the student has transferred, graduated, or otherwise withdrawn from a District. Examples of temporary records include, but are not limited to, family background information, aptitude information, achievement test scores, psychological test results, special education records, Section 504 Plans, disciplinary records, any verified information from non-educational agencies or persons, and proof of release of temporary record information.

### **Directory Information**

Directory information is information that is generally not considered harmful or an invasion of privacy. NTDSE may release student directory information to outside persons, organizations or entities, without parental consent. These organizations/entities include, but are not limited to, organizations/entities that manufacture yearbooks, organizations/entities that conduct educational research, or outside organizations/entities that provide educational services to NTDSE students.

"Directory Information" includes the following:

- Student's name and address;
- Parent/guardian names;
- Email and telephone numbers;
- Grade level;
- Dates of attendance/graduation;
- Degrees, honors, scholarships and awards received;
- The image and/or likeness of a student in pictures, yearbooks, programs, videotapes, films, or other medium for informational or news-related purposes;
- Participation in extracurricular activities such as athletics, musicals or drama performances.

NTDSE will use its discretion to disclose directory information to circumstances where there is a legitimate educational or administrative purpose for the disclosure. NTDSE will not permit the

collection, disclosure or use of personal information collected from students or their parents/guardians for the purpose of selling that information.

If you do not want your child's directory information released without your consent, please notify NTDSE's Executive Director/Superintendent in writing, no later than 30 days within the first day of school or within 30 days of your child's first day of school.

### **Student Biometric Information**

Before collecting biometric information from students, NTDSE shall seek the permission of the student's parent/guardian. Biometric information means information that is collected from students based on their unique characteristics, such as a fingerprint, voice recognition or retinal scan.

## **Privacy**

### **Notice to Parents/Guardians Concerning Student Data Collected by Schools and Operators Under the Student Online Personal Protection Act**

School officials may not request or require a student or a student's 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. 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 so that school officials may make a factual determination.

### **Notice to Parents/Guardians about Social Network Passwords**

#### **Annual Notice to Parents of Technology Vendors**

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

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

Depending upon the particular educational technology being used, NTDSE may need to collect different types of student data, which is then shared with educational technology vendors

through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

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

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

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

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

### **Notice of Parent and Student Rights under the Children's Privacy Protection and Parental Empowerment Act**

The federal Children's Online Privacy Protection Act, or COPPA (15 U.S.C. §§ 6501-6506) requires that educational technology vendors obtain verifiable parental consent before collecting personal information from children under age 13. However, COPPA permits school districts to consent to the collection of personal information on behalf of their students.

For more information on the web-based tools currently being utilized within NTDSE, please contact NTDSE's Director of Technology (847-965-9040).

### **Surveys that Request Personal Information from Students**

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

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

The student's parent(s)/guardian(s) may inspect the survey or evaluation upon receipt and refuse to allow their child to participate in the survey. NTDSE will not penalize any student whose parent/guardian exercised this option.

## Section 12 - Disclaimer and Member District Handbooks

### Disclaimer

This Handbook serves only as a guidance document. It contains a summary of some NTDSE policies. Complete policies are available to the public on the NTDSE website. Please note that this Handbook may be amended at any time during the year without notice. All policies are communicated to persons expected to execute and comply with them.

### Access to Home Member District Handbooks

Students and Parents are encouraged to visit their Home District website for access to the Home District Parent/Student Handbook.

[District 67](#)

[District 68](#)

[District 69](#)

[District 70](#)

[District 71](#)

[District 72](#)

[District 73](#)

[District 73 ½](#)

[District 74](#)