

**HINCKLEY-BIG ROCK CUSD #429**

**PARENT / STUDENT HANDBOOK  
2024-2025**



## Table of Contents

Chapter 1 - Introductory Information and General Notices.....	4
General School Information.....	5
Forward.....	5
Visitors.....	6
Equal Educational Opportunities and Sex Equity.....	7
Employee Conduct Standards.....	7
Public Act 84-1430.....	7
Automated Notification System.....	7
Additional General Notices.....	7
Chapter 2 - Attendance, Promotion, and Graduation.....	8
Attendance.....	8
Attendance Needed to Participate.....	8
Calling School.....	8
Excused Absences.....	8
Unexcused Absences.....	9
Excessive Absence.....	9
Home and Hospital Instruction.....	9
Vacations.....	10
College Visitation Days.....	10
Tardies.....	10
18-Year-Old Sign-Out Policy.....	10
Absent Make-up Procedures.....	11
Graduation Requirements.....	11
Accelerated Placement.....	11
Grading System.....	11
Academic Distinction.....	12
Honor Roll.....	12
Plagiarism.....	12
Cheating.....	13
High School Final Examinations.....	14
High School Commencement Exercises.....	14
Physical Education Exemption.....	14
Chapter 3 - Student Fees and Meal Costs.....	15
Fines, Fees, and Charges; Waiver of Student Fees.....	15
School Lunch Program.....	16
Chapter 4 - Transportation and Parking.....	16
Motor Vehicles.....	16
Transportation.....	17
Chapter 5 - Health and Safety.....	17
Required Health Examinations and Immunizations.....	17
Student Accident, Injury, and Illness.....	18

Student Medication.....	18
Safety Drill Procedures.....	19
Crisis Support and Suicide Prevention Helplines.....	20
Chapter 6 - Discipline and Conduct.....	20
Dress Code and Student Appearance.....	20
Lockers.....	21
Cell Phones and/or other Electronic Devices.....	21
Telephone.....	21
Posters / Circulars/ Social Media Posts.....	21
Student Code of Conduct.....	22
General Guidelines for Discipline.....	22
Prohibited Student Conduct.....	22
When and Where Conduct Rules Apply.....	24
Disciplinary Measures.....	24
Isolated Time Out, Time Out and Physical Restraint.....	25
Corporal Punishment.....	25
Weapons Prohibition.....	25
Gang & Gang Activity Prohibited.....	26
Suspension Make-up Procedures.....	26
Student Rights in Disciplinary Procedures.....	26
Re-Engagement of Returning Students.....	27
Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited..	27
Sexual Harassment & Teen Dating Violence Prohibited.....	29
Chapter 7 - Internet, Technology, and Publications.....	31
Acceptable Use Policy and Authorization for Use of the District Technology System.....	31
Chapter 8 - Search and Seizure.....	32
Chapter 9 - Extracurricular and Athletic Activities.....	34
Extra-Curricular Eligibility Requirements.....	34
School Dances.....	34
Prom.....	35
Education of Children with Disabilities.....	35
Discipline of Students with Disabilities.....	36
Exemption from PE Requirement.....	36
Related Service Logs.....	36
Certificate of High School Completion.....	36
Access to Classroom for Special Education Observation or Evaluation.....	37
PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians.....	37
Chapter 10 - Student Records and Privacy.....	37
Surveys.....	37
Surveys by Third Parties.....	37
Surveys Requesting Personal Information.....	38

Instructional Material.....	38
Prohibition on Selling or Marketing Students' Personal Information.....	38
Student Records.....	39
Student Biometric Information.....	41
Military Recruiters & Institutions of Higher Learning.....	41
Chapter 11 - Parental Right Notifications.....	42
Teacher Qualifications.....	42
Testing Transparency.....	42
Annual Report Card.....	42
Student Privacy.....	42
Homeless Child's Right to Education.....	42
Student Enrollment and Residency.....	42
School Visitation Rights.....	43
Multilingual Learners.....	43
Family Life and Sex Education Classes.....	43
Mandated Reporter.....	43
Child Abuse and Neglect Investigation Reports.....	43
Sex Offender Notification Law.....	44
Parental Responsibility Act.....	44
Dissection.....	45
Pesticide Spraying.....	45
Appendix 1 – Additional General Notices.....	46
Appendix 2 – Board Policy 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment.....	49
Appendix 3 – State Seal of Biliteracy.....	54

## Chapter 1 - Introductory Information and General Notices

### General School Information

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website ([https://boardpolicyonline.com/?b=hinckley\\_429](https://boardpolicyonline.com/?b=hinckley_429)).

The School Board governs the school district and is elected by the community. Current School Board members are:

Tim Badal, President  
Greg Pritchard, Vice-President  
Jack Haines, Secretary  
Abbie Barrett, Member  
Darrin Gengler, Member  
Debi White, Member  
Deb Winkle, Member

The School Board has hired the following administrative staff to operate the school:

Jessica Sonntag, Superintendent  
Bonnie Osborne, Director of Student Services  
Brandon Kriesch, Director of Operations  
Becky Lauer, High School Principal  
Kim Torman, Middle School Principal  
Deborah Hervey, Elementary School Principal  
Kim Halverson, Athletic Director

The district office is located and may be contacted at:

700 E Lincoln Highway  
Hinckley, IL 60520  
815-286-7578

### Forward

The Parent-Student Handbook has been prepared to help you become better acquainted with your school. It contains information that will help you with the school's regulations and procedures. Careful reading of this document should answer most questions that will arise. **The handbook may be amended at any time by announcement to parents and the student body through written communication by email or standard mail.**

## **Visitors**

Any visitor to the school must report to the main office to sign in. All visitors will be required to present and leave a valid Driver's License or State Identification card and be run through our Raptor System, our visitor management system.

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with the Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

## **Equal Educational Opportunities and Sex Equity**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

**Jessica Sonntag, Superintendent  
Hinckley-Big Rock School District  
700 E. Lincoln Hwy  
Hinckley, IL 60520**

### **Employee Conduct Standards**

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website at [this link](#) or requested from the Superintendent's office.

### **Public Act 84-1430**

The Act provides that districts must notify any person enrolling a student in school for the first time that such person must provide either 1) a certified copy of the student's birth certificate or 2) other governmental documentation of the child's identity and an affidavit explaining the inability to produce a copy of the birth certificate. If the necessary documentation is not received or is inaccurate or suspicious, the district must report the matter to local law enforcement authorities.

### **Automated Notification System**

Keeping parents informed is of high priority at Hinckley-Big Rock CUSD #429, which is why we have adopted an automated notification system. This system allows the administration to send a telephone or e-mail message to you providing important information about school events or emergencies. We anticipate using the system to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, open house, field trips, and more. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

### **Additional General Notices**

See Appendix 1 for the following:

- Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors and Boundary Violations
- Prevention of Anaphylaxis

## Chapter 2 - Attendance, Promotion, and Graduation

### Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Regular attendance is necessary if students are to take full advantage of the educational program. Students who are consistently absent from school do not receive the quality of instruction necessary to succeed academically.

### Attendance Needed to Participate

Students must be in attendance for half a school day (or four full periods at the high school) of the school day (lunch is not considered a class period) AND have a valid excuse, as communicated by their parent/guardian, in order to participate in extracurricular activities that day. Exceptions may be made only with prior Administration approval.

### Calling School

Parents or guardians must call the school to report a student's absence by 9:00 a.m. on the day of the absenteeism (and each day thereafter if the absence lasts beyond one day) and **must indicate a reason for the absence**.

Parents may call the school attendance at:

- High School: 815-286-7501
- Middle School: 630-556-4180
- Elementary School: 815-286-3701

Students returning to school without an acceptable reason for the absence, or without a parental note or phone call explaining the absence, will be issued an unexcused absence. Unless the absence is excused by a parent by the start of the next school day, it will remain unexcused.

### Excused Absences

Excused absences include but are not limited to:

1. Personal illness (including mental or behavioral health)
2. Medical appointments
3. Observation of religious holidays or events
4. Bereavement
5. Family emergency
6. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
7. Attending a military honors funeral to sounds TAPS
8. Attend a civic event
9. Written requests approved in advance by the administration

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or

combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

### **Unexcused Absences**

A student who is absent without a valid parent phone call or note, or with the consent of the Administration, is considered to have an unexcused absence. Students run the risk of losing the opportunity to earn credit for assignments or assessments when unexcused.

Three unexcused absences will result in a detention(s).

### **Excessive Absence**

A student is allowed 10 days of excused absences each school year. After the 10<sup>th</sup> absence, the student's parent will be contacted. After the 15<sup>th</sup> absence, a referral will be made to the DeKalb County Truant Officer. Below is a list of excused absences that will be counted toward a student's **10**-day total:

1. Illness without a doctor's note
2. Death in immediate family
3. Court date (such as traffic ticket, probation, etc.)
4. Religious appointments verified with clergy
5. Family vacation with pre-arranged absence
6. Any pre-arranged absence (administrative discretion)

An absence will NOT be counted toward the 10-day total if

1. Student has a documented college visit
2. Student has a doctor's note that is turned in within 7 days from absence
3. Student is sent home by the school nurse
4. Student is called to testify in court through a written court subpoena

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

### **Vacations**

The school district discourages parents or guardians from taking vacations during periods when school is in session. Such vacations disrupt the continuity of a student's learning and may result in academic problems. We will offer no guarantee that written assignments covering such vacation periods will be provided in advance. Students need to fill out the vacation form in the office.

### **College Visitation Days**

Seniors will be permitted three college visitation days during the school year; juniors can visit two days. Students taking visitation days will be considered absent from school; however, the absence will be excused as long as a college visit form is signed at the college and returned to the office after the visit. A half-day can be used (as part of the 3 or 2 day total) to visit community colleges. College visitation forms must be filled out and turned into the office the day before the visit.

### **Tardies**

A student will be marked tardy to class if he or she enters the classroom without a valid pass after the bell rings. Entering the classroom before the bell rings and asking the teacher for permission to be late to class is not acceptable and will not be allowed. Passing period is the student's time to gather his or her materials, use the restroom, and handle other needs before class. Therefore, when the bell rings, students should be in the classroom prepared to learn. If a student enters after the bell rings without a valid pass for any reason, he or she will be considered tardy and marked into the school attendance program as such. (This section does not apply to HBRES.)

When a student is tardy to any class, the teacher will document the tardy. Tardies accumulate across all classes. A 5<sup>th</sup> tardy—and each thereafter—per semester will result in a detention.

Students who miss the IVVC bus, or who drive to IVVC without permission, will be considered tardy. In addition to the consequences noted above, excessive tardies could result in the loss of the privilege of attending IVVC.

### **18-Year-Old Sign-Out Policy**

Any student who has reached the age of 18 is eligible to sign him/herself out of school for a valid reason (e.g., illness, medical appointment). In order to complete the sign-out process, an 18-year-old student must complete all of the following:

1. Call a parent to let them know of the sign-out. The office must have confirmation that a parent is aware of the sign-out. Texts will not suffice.
2. See each teacher of any class that they will miss as a result of signing out for the purpose of getting the class assignment for that evening.
3. Obtain the signature of either the Principal or Assistant Principal.

\*Please note: Students with serious symptoms or in an emergency situation will not have to follow the steps above and will get immediate and appropriate attention.

Students are responsible for completing work that they have received for the classes that they miss. Any work not turned in on the day of their return will be subject to a late grade penalty.

An 18-year-old student who leaves school without completing the sign-out procedures set forth above will be subject to disciplinary action in accordance with the Student Code of Conduct.

### **Absent Make-up Procedures**

When a student is absent from school, it is his/her responsibility to make up missed work. If the absences are excused, the make-up time allotted will be the number of days absent, plus one (unexcused absences may not be given that consideration). Work not completed within the allotted time may result in a reduced grade. Assignments and/or tests assigned prior to absence that are due or scheduled during the absence must be turned in or completed on the first day back unless other arrangements are established by the teacher.

### **Graduation Requirements**

The number of credits needed to graduate from Hinckley-Big Rock High School is twenty-four (24). The process for early graduation consideration is included in our Accelerated Placement Program document, in line with Board Policy 6:135 - Accelerated Placement Program. For additional information, please refer to the current Course Catalog.

### **Accelerated Placement**

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

### **Grading System**

#### **High School:**

A report card is issued at the end of each semester. A progress report will be sent for all students at the end of the Quarter, the first nine weeks of each semester. The grade indicated shows the progress made for each class taken. Only semester grades are used to determine academic averages. Grades will reflect student achievement in all classes. No final grade will be arbitrarily lowered for non-academic reasons.

<b>SCALE</b>	<b>POINTS</b>	<b>Honors Points</b>
A = 90-100	4.0	5.0
B = 80-89	3.0	4.0
C = 70-79	2.0	3.0
D = 60-69	1.0	1.0
F = 59 and below	0.0	0.0
P = Passing		
INC = Incomplete		
W = Withdrawal		
W/F = Withdrawal/Failure		
EX=Exempt		

The following courses will be given an additional 1.0 weighting (as noted above):

#### **AP courses:**

- AP Literature and Composition, AP Government, AP Pre-Calculus, AP Calculus AB, and AP Calculus BC.
- For weighted credit in these courses a student earns a "C" or better in the course and takes the corresponding AP exam.

**Honors courses:**

- Spanish 4, Chemistry 2, Biology 2, Physics 2, and Senior Studio.
- For weighted credit in these courses a student earns a “C” or better in the course.

**Dual credit courses:**

- This credit will be added to the student’s GPA on either a non weighted or weighted basis. The credit will be weighted if the course is transferable for credit to NIU and/or Aurora University based on their current course transfer articulation tables with the relevant community college. If the course is not transferable for credit based on these tables it will be added to the student’s GPA on a non weighted basis.
- This weighting applies to Waubensee Community College courses, IVVC courses with a dual credit component, or any other dual credit opportunity offered by the district.

**Middle School:**

School report cards are issued on a quarterly basis and follow the following grading scale:

A= 90-100

B=80-89

C= 70-79

D= 60-69

F= 59 and below

One final report card is given at the end of the year that averages all four quarter grades for each year-long course (quarterly exploratory grades are not averaged on the final report card).

**Elementary School:**

School report cards are issued on a trimester basis, based on IL Learning Standards. For questions regarding grades, please contact the classroom teacher.

**Academic Distinction**

Each year, Hinckley-Big Rock High School is proud to announce a Valedictorian and a Salutatorian. These designations are proud achievements and are designed to honor a student’s academic success over the course of their high school experience. The determination of Valedictorian and Salutatorian will be made at the end of the student’s 8th semester. At that time, the student with the highest cumulative grade point average will be deemed to rank first in class and named Valedictorian. The student with the second highest grade point average will be ranked second in class and named Salutatorian. In case of a tie, GPA will be rounded to the nearest thousandth place. If a tie still exists, Co-Valedictorians will be named.

**Honor Roll**

At the end of each semester, an Honor Roll is determined by grade point average. Those qualifying must have earned at least a 3.0 grade point average with no grade(s) below “C” (including honor classes). The Honor Roll will be recognized as “High Honor Roll” and “Honor Roll.” Students earning “High Honor Roll” recognition must have earned a grade point average of 3.6 or above; those earning “Honor Roll” recognition must have earned 3.0 to 3.59.

**Plagiarism**

Plagiarism is defined as an act or instance of intentionally using or closely imitating the language and thoughts of another person without permission, and the representation of that person’s work as one’s own by not crediting the original author. This paragraph applies to all work submitted for a grade. This definition applies to written work, projects, oral presentations, artwork, and media creations (i.e. music, videos, web design, etc.).

If a teacher suspects plagiarism, he or she will meet with the student to discuss this concern and follow up with an administrator to report the findings based on this conversation. The teacher will then notify the parent, and the administration will meet with the student to discuss the incident. A parent conference may be requested.

When a student plagiarizes, he or she must redo the work. The grade the student earns on the resubmitted assignment will be reduced by half as a consequence for plagiarizing.

Repeated instances of plagiarism could result in additional consequences up to and including the student not earning credit for a course.

### **Cheating**

Cheating is defined as an act or instance of intentionally taking an exam or quiz or completing an assignment in a dishonest way. Examples may include, but are not limited to, the following: using aids not provided or allowed by the teacher such as calculator programs, online translators, inappropriate use of artificial intelligence (AI) programs, and additional notes; copying and distributing current or past test questions; allowing someone else to do the work for another; communicating answers during a test or quiz.

If a teacher suspects cheating, he or she will meet with the student to discuss this concern and follow up with an administrator to report the findings based on this conversation. The teacher will then notify the parent, and the administration will meet with the student to discuss the incident. A parent conference may be requested.

Cheating will result in an academic consequence impacting the student's grade as determined by the teacher and administration and, when appropriate, a requirement to redo the work. The grade the student earns on a resubmitted assignment will be reduced by half as a consequence for cheating.

Repeated instances of cheating could result in additional consequences up to and including the student not earning credit for a course.

### **Artificial Intelligence**

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

### **High School Final Examinations**

At the conclusion of each semester, final exams or a final project will be administered in all classes.

1. Final exams will be administered according to a modified schedule.
2. All students will attend and complete a written/performance test or project unless they have a Renaissance exemption.
3. Finals will be 15% of the semester grade.

### **High School Commencement Exercises**

Only those seniors who have completed all requirements of Hinckley-Big Rock High School will be permitted to participate in the ceremony. Students are encouraged but are not required to participate.

### **Physical Education Exemption**

In order to be excused from participation in physical education, a student must present an appropriate excuse as described below:

The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

**High School:** It shall be the policy of the Board of Education that students in grades 9 through 12 may request exemption from physical education for the following reasons:

1. The student provides written evidence from an institution of higher education that a specific course not included in existing state or local minimum graduation standards is required for admission. School district staff must verify that the student's present and proposed schedule will not permit completion of the needed course. (Student must be in the 11th or 12th grade)
2. The student lacks sufficient course credit of one or more courses required by state statute or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits, or who lack credits due to other causes will be eligible for exemption. (Student must be in the 11th or 12th grade)
3. Student athletes may apply for a PE exemption provided they will participate in back to back seasons and only for that semester (ex. participating in Soccer or Volleyball and Basketball will qualify for an exemption for the fall semester). Any student athlete who participates in three sports in one school year would be eligible to be exempt from PE for both semesters. Any student who takes a PE exemption and has a Study Hall period in their schedule must take another class. PE credit will not be given for exemptions. Students who use this exemption but do not participate in both sport seasons of the semester will be required to make up the semester of PE for which they are exempted.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Chapter 10 of this handbook.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

### **Chapter 3 - Student Fees and Meal Costs**

#### **Fines, Fees, and Charges; Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

## **School Lunch Program**

All lunchtime food and beverages are to be consumed in the cafeteria. For the safety of our students, all HBR schools maintain a closed campus lunch. Students are not allowed to leave campus during their lunch period. Students are not allowed to order food deliveries to school.

Free or reduced price meals are available for qualifying students. Applications can be accessed from the district website.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.<sup>1</sup>

Hinckley-Big Rock's lunch program uses a computerized all-in-one payment system called PushCoin. This fully secure, mobile-friendly technology gives families greater control and discretion over their child's lunchtime purchases, while making the purchase transaction easier and more convenient for students. For more information concerning PushCoin please contact the school office.

<sup>1</sup> The Hunger-Free Students' Bill of Rights Act applies to all schools that participate in the United States Department of Agriculture child nutrition program.

## **Chapter 4 - Transportation and Parking**

### **Motor Vehicles**

High School Students driving private motor vehicles to and from school will be expected to comply with the following regulations.

1. All vehicles must be registered with the high school office. Information requested includes the make and model of the vehicle and license number. Students must display a vehicle registration tag, which will be issued at the time of registration. There is a per-semester charge for the tag, which may be used for more than one vehicle driven by the same student.
2. Before a parking spot is issued, parents and students must sign the Vehicle Search Consent form and Driving Contract. Vehicles parked on school property can be searched. Students who refuse searches and/or drive away will lose their parking spot, and have a referral made to the police department. Vehicle consent forms will be kept on file for three years.
3. Student vehicles must be parked in the Southeast parking lot within the painted lines in their assigned parking place.
4. Students must not park in a manner that blocks or interferes with the traffic flow.
5. Students are not allowed to park in the visitor parking area at any time during the school day.
6. Student vehicles will not be accessible during the school day.
7. When driving through the school parking lot, students must not exceed 10 miles per hour, must yield to pedestrians, must stop completely at all stop signs, must not screech tires, must not use hand-held cell phones, and must not drive recklessly in any way.
8. Failure to comply with the regulations mentioned in the preceding requirements will result in penalties, including the denial of parking privileges and possible towing at the vehicle owner's expense.

## **Transportation**

School bus transportation is provided for students who live more than 1.5 miles from school or on hazardous walking routes. Safety indicates that riders follow rules set down for this service. Busses are also used in transporting teams and groups to various functions. Student Code of Conduct applies.

## **Chapter 5 - Health and Safety**

### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Dental Examination**

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

### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;

3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

### **Sports Physicals**

All students participating on athletic teams, poms, or cheerleading squads are required to have sports physicals each year of participation. Physicals are good for one year from the date of the exam.

### **Student Accident, Injury, and Illness**

It is extremely important that parents/guardians provide the school office with the current home, work, and emergency telephone numbers to be used should a student become ill or injured during the school day.

All injuries must be reported to a teacher or to the office staff. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will contact family members in the order listed on the emergency contacts list provided by the parent/guardian during the school registration process. In some medical situations the staff will need to contact a local emergency responder before the parents, the child's physician, or any other adult acting on the parent's behalf.

### **Accident Insurance**

If your child is injured at school, or while participating in a school-sponsored event, the school district provides the option to file a student accident insurance claim. This student accident insurance is secondary to your family's other health insurance and does not replace that insurance. Instead, this insurance may act as a supplement to provide additional coverage beyond that of your primary insurance coverage. Please note that this is supplemental insurance for accidents and not for other medical concerns, such as illness. For further details, or for a claim form, please contact the high school office.

The school district also offers the opportunity to purchase Voluntary Student Accident Medical Insurance if your family does not have a primary health insurance policy. If you would like to purchase accident insurance for your child, or children, currently enrolled in the district, please contact the high school office.

### **Student Medication**

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

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

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

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

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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

### **Administration of Medical Cannabis**

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

### **Undesignated Medications**

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

### **Emergency Aid to Students**

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

### **Safety Drill Procedures**

Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather

(shelter-in-place) drill, a minimum of one (1) law enforcement drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to the students.

### **Crisis Support and Suicide Prevention Helplines**

Individuals experiencing a crisis, or any other kind of emotional distress related to suicide, mental health and/or substance use can contact the resources below for support.

- Dial 988 to reach the Suicide and Crisis Lifeline
- Text HOME to 741741 to reach the Crisis Text Line
- Contact Safe2Help Illinois:
  - Phone number: 844-4-SAFEIL
  - Text: SAFE2 (72332)
  - Email: HELP@Safe2HelpIL.com

## **Chapter 6 - Discipline and Conduct**

### **Dress Code and Student Appearance**

Effective schools set high standards and seek excellence in all aspects of the student experience. Parents, guardians, and students are asked to assist us in this effort and promote pride in Hinckley-Big Rock High School by wearing and encouraging appropriate dress. Students are expected to dress in a manner appropriate to the school environment. Student dress and grooming must meet reasonable standards of health, cleanliness, and safety. Students are not permitted to wear apparel that causes a disruption to the school environment.

The principal or designee will make the final decisions about what clothing and/or items are appropriate for the school setting. Students, while at school or at a school-related function, need to abide by the following guidelines:

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, weapons or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
- Modesty in dress is expected. Tops must cover the waistline so no skin may show between bottoms and tops when sitting or standing and the necklines and/or armholes of tops must provide coverage of cleavage and back. The length of shorts or skirts must be appropriate for the school environment. Both tops and bottoms must cover undergarments at all times.
- Chains or any spiked jewelry will be considered inappropriate and disruptive to the educational process.
- Appropriate footwear must be worn at all times.

### **Lockers**

Each student is assigned a locker with a built-in combination lock. These should be kept locked. Students should report a broken or malfunctioning lock to the office so that repairs can be made. Student lockers are considered to be the property of the school and are issued to students as a storage area for books, school supplies, garments, coats, backpacks, purses, etc. Students are responsible for the contents of the lockers and school personnel are authorized to open lockers when conditions warrant. Any damage, vandalism, or defacing done to the lock or interior will result in a monetary assessment to the student. Students can also be held responsible for the area above or around their locker.

### **Cell Phones and/or other Electronic Devices**

All district guidance regarding cell phones and other electronic devices (which include airpods and smart watches) should be followed at all times. Electronic devices will be powered down and put away throughout the school day, which is 8:40-3:05 for the middle and high schools.

The following progressive disciplinary action will be applied for students who refuse to comply:

- The student must turn in the electronic device to the main office and can be picked up by the student at the conclusion of the school day.
- The student must turn in the electronic device to the main office and can be picked up by the student's parent or guardian at the conclusion of the school day.
- Communication with the administrator and student's parent/guardian will take place to discuss additional consequences. These additional consequences will be assigned to the student at the administrator's discretion. These additional consequences may include the following:
  - ineligibility for extracurricular activities
  - detentions/suspensions
  - other loss of privilege

### **Telephone**

The school office and/or classroom phones may be used by students with permission from office personnel or an administrator and/ or the teacher.

### **Posters / Circulars/ Social Media Posts**

The student organization sponsor and administration must approve any sign, poster, circular, or posts directed to the interest of the student body and/or administration. Notice concerning activities sponsored by outside agencies or groups must be approved by the administration. Any unapproved sign, poster, circular, or post will be removed. The organization responsible for posting the sign is responsible for taking them down.

## **Student Code of Conduct**

### **General Guidelines for Discipline**

Hinckley-Big Rock School District students are prohibited from engaging in behavior that will endanger, or threaten to endanger, the safety of others, that will damage property, or that will impede the orderly conduct of the school program. Following are the offenses, which are prohibited by the Hinckley-Big Rock School District Code of Conduct, and the disciplinary actions and procedures used in dealing with those offenses. Although the behavioral expectations outlined in the following apply to all students, individual student considerations will be given before an application of the rules, guidelines, and procedures are made.

### **Prohibited Student Conduct**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
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, 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's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless 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, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "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.

- g. 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.
- h. 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 a tablet or powdered form.

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 have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Use of any personal electronic devices is not permitted during the school day.
- 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.
- 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- 14. Entering school property or a school facility without proper authorization.
- 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- 16. Being absent without a recognized excuse.
- 17. Being involved with any public school fraternity, sorority, or secret society.
- 18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- 19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- 20. 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.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, 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; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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.

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.

### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply 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;
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; or
5. During periods of remote learning.

### **Disciplinary Measures**

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

1. Notifying parents/guardians.
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.
7. Before/After/In-school detention.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint 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. The use of prone restraint is prohibited.

### **Corporal Punishment**

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

### **Weapons Prohibition**

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 not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(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 alikes” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent’s determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity Prohibited**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Suspension Make-up Procedures**

In or Out of School Suspension make-up procedures follow the excused absence guidelines. Students are responsible for finding out about their make-up work and missed tests/quizzes. Students will be given one day for each day of suspension to complete and turn in missed assignments for credit. It is the student’s and/or parent’s responsibility to request the missing work from each teacher.

### **Student Rights in Disciplinary Procedures**

To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspensions are made in accordance with the following procedure:

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

- a. A student must be given the opportunity to present information on his/her own behalf prior to suspension. The suspension shall be reported immediately to the parents. The report to the parents shall be made by letter and a phone call if possible. If the situation is such that the physical well-being of the student, other individuals, or the property of the school district are in jeopardy, then the student may be suspended immediately and given an opportunity for a hearing within 24 hours.
- b. The suspension letter shall give a full statement of the reasons for the suspension, a rationale for the duration of the suspension, and notice to the parents or guardians of their right to review, if requested, shall be as follows:
  1. All requests for review shall be made by the parent or guardian within four days after receipt of notice of suspension and shall be made to the person ordering the suspension.
  2. If the parent (guardian) or student is dissatisfied with the review of a pending suspension, a request must be made to the Superintendent for appeal to the Hearing Officer.

3. Upon receipt of the appeal request, the Hearing Officer may take such action as he/she finds appropriate.
- c. A student shall be reinstated after suspension by a school administrator only. Further attendance at school is contingent upon the conduct of the student being consistent with that which is expected of good school citizens.

### **Expulsion**

A student may be excluded from school and/or denied educational services to which the student would otherwise be entitled, for a period of more than ten school days not to exceed two years. The student and the parents of the student shall be notified by registered or certified mail of the following:

- a. The reason(s) for expulsion, including a copy of the specific rules and regulations allegedly violated by the students.
- b. A rationale for the duration of the expulsion.
- c. The time, place and date of the hearing.
- d. The review hearing procedures set forth below:
  1. The hearing shall be held in executive session at the request of the parent(s) or school administration.
  2. The student shall be afforded the following:
    - a. The right to be represented by council (at the expense of the student or parent);
    - b. The right to present evidence and call witnesses;
    - c. The right to cross-examine the opposing witnesses.
  3. A written decision shall be issued to the student and the parents within ten school days after a review hearing conducted by the Board of Education. It shall contain a statement of facts and the basis for the decision.
  4. In the written decision the parent(s) and student shall be notified that an appeal of the decision must be directed to the Circuit Court.

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### **Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited**

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

## **Examples of Prohibited Conduct**

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

## **Making a Report or Complaint; Investigation Process**

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

## **Federal and State Agencies**

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

## **Prevention and Response Program**

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and

6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

### **Enforcement**

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or 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 remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy 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 person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

### **Retaliation Prohibited**

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Cross-references:

PRESS 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

## **Sexual Harassment & Teen Dating Violence Prohibited**

### **Harassment Prohibited**

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

### **Sexual Harassment Prohibited**

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

### **Teen Dating Violence Prohibited**

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

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: [www.cdc.gov/injury/features/dating-violence/index.html](http://www.cdc.gov/injury/features/dating-violence/index.html).

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### **Investigation Process**

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

### **Enforcement**

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or 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 remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy 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 person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

### **Retaliation Prohibited**

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

## Chapter 7 - Internet, Technology, and Publications

### Acceptable Use Policy and Authorization for Use of the District Technology System

All Users of the District Technology System ("System") must comply with the district's acceptable use guidelines, as amended from time to time.

The System shall include all computer hardware and software owned or operated by the district, the district electronic mail, the district website, the district online services, bulletin board systems, any and all internet traffic that occurs on the district's network, and any accounts created by the district. "Use" of the System shall include use of or obtaining access to the System from any computer terminal or device.

All use of the System shall be consistent with the district goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### Terms and Conditions

1. **Acceptable Use** - Access to the district's System must be for the purpose of education, research, curricular, co-curricular, or extracurricular activity and be consistent with the objectives of the district.
2. **Privileges** - The use of the System is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges. The system administrator and/or building principal will make all decisions whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. The system administrator and/or building principal's decision is final.
3. **Unacceptable Use** - The user is responsible for his or her actions, activities, and any actions or activities by their assigned account involving the System. SOME examples of unacceptable uses are, but not limited to:
  - 3.1. Using the System for any illegal activity, including violation of copyrights or other contracts, or transmitting any material in violation of any federal or state laws or regulation or district policy or rules.
  - 3.2. Engage in activities which are inconsistent with the district's educational mission.
  - 3.3. Unauthorized downloading or installing of any software or applications (apps).
  - 3.4. Using the System for private financial or commercial gain, or commercial, private, or political advertising/lobbying.
  - 3.5. Wastefully using technology resources such as file space, and/or internet bandwidth.
  - 3.6. Gaining unauthorized access to resources or entities.
  - 3.7. Invading the privacy of individuals.
  - 3.8. Using or sharing accounts or passwords WITH OR WITHOUT the user's permission or concealing or misrepresenting the user's identity while using the System.
  - 3.9. Using the System to post material created by another without his or her consent.
  - 3.10. Accessing, submitting, posting, publishing, storing, sending, or displaying any defamatory, intentionally inaccurate, abusive, obscene, profane, sexually explicit, threatening, offensive, harassing, or illegal materials.
  - 3.11. Using, or assisting others in using, the System while technology privileges for the user are suspended or revoked.
  - 3.12. Gain unauthorized access to or vandalize the data or files of another user, the System, or the technology system of any other individual or organization.

4. **Technology resource use and internet etiquette** - The use is expected to abide by the generally accepted rules of technology and internet etiquette. These include, but are not limited to:
  - 4.1. Be polite and use appropriate language.
  - 4.2. Do not reveal personal information including addresses or telephone numbers of students, faculty, or staff.
  - 4.3. Recognize that electronic mail (E-mail) is not private. People who operate the System have access to all mail even after you have deleted the message. Messages relating to, or in support of, illegal activities may be reported to the authorities.
  - 4.4. Do not use the System in any way that would disrupt its use by other users.
  - 4.5. Disclose to teachers, or other school employees, any message you receive that violates the Acceptable Use Policy or makes you feel uncomfortable.
5. **Security** - Network security is a high priority.
  - 5.1. If the user identifies a security problem in the System, the user is obligated to notify the system administrator, his or her teacher, and/or the building principal. Identified security problems should only be demonstrated to the system administrator, teacher, and/or building principal.
  - 5.2. Keep your account usernames and passwords confidential.
  - 5.3. Any user identified as a security risk may be denied access to the System. This includes, but is not limited to the uploading or creation of computer viruses.
  - 5.4. The district may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.
6. **No Warranties** - The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service obtained via the internet at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
7. **Indemnification** - The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any violation of these procedures.

## **Chapter 8 - Search and Seizure**

For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to inspect and conduct searches of students and their personal effects, as well as District property. Such authority to conduct searches shall extend to all certificated personnel, school administrators and school liaison police officers ("school authorities"). Such searches may take place at school, on school premises, at any school-sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, whether on or off District 429 premises.

## **Drink Containers**

Containers may be checked, as needed, to ensure that alcohol or other illegal items are not brought onto school property.

### **Students and Their Personal Effects**

School authorities may search a student and/or the student's personal effects in his/her possession, including but not limited to, purses, wallets, backpacks, knapsacks, lunch bags, lunch boxes, containers of any kind, books, notebooks, outer clothing and hat, when there are reasonable grounds for suspecting the search will turn up evidence that a student has violated or is violating a state law or school rule, is reasonably related to the objectives of the search and is not excessively intrusive considering the age and sex of the student and the nature of the infraction. When feasible, the search should be conducted as follows:

1. outside the view of others, including students;
2. in the presence of a school administrator or adult witness;
3. by a school authority of the same sex.

The school authority that conducted the search shall make immediately following the search of a student a written report. The written report shall be submitted to the building Principal, and forwarded to the Superintendent. The parents/guardians of a student searched in accordance with this policy shall be notified of the search as soon as possible.

School officials may 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 the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. 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.

### **School Property**

School property, including, but not limited to, lockers, desks, parking lots and other school property and equipment owned or controlled by the District, as well as personal effects (as described in this Policy) left by students in those places and areas may be searched by school authorities at any time without notice to or consent of the student, and without a search warrant. Students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g. searches of all student lockers) without notice to or consent of the student, and without a search warrant.

### **Parking Lots and Grounds**

The foregoing authority to inspect and search without notice to or consent of the student, and without a search warrant, extends to student vehicles on school property and personal effects left in those vehicles. A student has no reasonable expectation of privacy in a vehicle owned or driven by the student onto school property. As a condition of being allowed to park on school property, high school students shall consent in writing to school searches of their vehicles and personal effects contained in their vehicles without notice or consent and without a search warrant. Students wishing to utilize district-owned parking areas must register their vehicle(s) in the high school office prior to or on the date of first use. A vehicle parked on school property will not be allowed to leave the school premises when school authorities have reason to believe that

illegal drugs, weapons, or other illegal or dangerous substances or materials are within the vehicle.

### **Assistance from Outside Authorities**

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

### **Seizure of Property/Penalties**

If a search conducted pursuant to this policy provides evidence that the student has violated or is violating either the law, local ordinance, or the District's policies or rules, school authorities may seize the evidence and take appropriate disciplinary action, which may include suspension from school and school related activities for up to ten (10) days, and expulsion from school and school related activities for up to two (2) calendar years. School authorities may also turn over evidence to local law enforcement authorities. Any student who violates this Policy or refuses to cooperate in the conduct of a search by school authorities will be subject to a possible referral, loss of parking privileges for up to one (1) year, suspension from school and school related activities for up to ten (10) days, and expulsion from school and school related activities for up to two (2) calendar years.

### **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## **Chapter 9 - Extracurricular and Athletic Activities**

### **Extra-Curricular Eligibility Requirements**

Extracurricular eligibility is outlined in the extracurricular handbook that every participating student must sign. A student cannot have a failing grade in any class in order to be eligible to participate each week.

### **School Dances**

Student organizations may sponsor school dances during the school year. Guidelines for student dances are as follows:

1. High school students may be permitted to bring a guest to school dances. All guest guidelines as communicated by high school administration must be followed. Middle school students are not permitted to bring a guest to a school dance.
  - a. All guests must be at least freshman status and no more than 20 years of age (a photo ID may be required).
2. The dance sponsor and/or administration may impose additional guidelines and restrictions on dance attendance and behavior.

### **Prom**

The Junior Class sponsors the annual Prom each spring. Guidelines are as follows:

1. Guests must be signed up in the office and must be at least freshman status and no more than 20 years of age. The Guest Form must be completed and turned in to the office. All guests must meet the approval of the school administration.
2. Attendees must use the provided district transportation to the facility, any exceptions must be approved by the administration.
3. Attendees may not leave the Prom facility unless they are leaving for the evening.
4. Regular school rules, as described in the Parent-Student Handbook apply to all attendees including guests at the Prom.

## **Chapter 10 - Special Education**

### **Education of Children with Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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

## **Discipline of Students with Disabilities**

### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### **Discipline of Special Education Students**

The District 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.

### **Isolated Time Out, Time Out, and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as 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. The use of prone restraint is prohibited.

### **Exemption from PE Requirement**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

### **Related Service Logs**

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

### **Certificate of High School Completion**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

### **Access to Classroom for Special Education Observation or Evaluation**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the building principal.

### **PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians**

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>. You may also contact the following District employee for assistance: The Director of Student Services

## **Chapter 10 - Student Records and Privacy**

### **Surveys**

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

### **Surveys by Third Parties**

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

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

## **Surveys Requesting Personal Information**

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

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

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

## **Instructional Material**

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

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

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

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.

4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

### **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.<sup>1</sup>**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include

scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding

students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**<sup>2</sup>

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. **The right contained in this statement: 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. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

### **Student Biometric Information**

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

### **Military Recruiters & Institutions of Higher Learning**

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

## **Chapter 11 - Parental Right Notifications**

### **Teacher Qualifications**

A parent/guardian may request and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

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

### **Testing Transparency**

The State and District requires students to take certain standardized tests.

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

### **Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [www.hbr429.org](http://www.hbr429.org).

### **Student Privacy**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### **Student Enrollment and Residency**

The school district does not refuse to enroll a student because of the student's failure to present his/her student permanent or temporary records from a school attended previously.

If a pupil's change of residency is due to the military service obligation of the person with legal custody of the student, he/she may, with written request from the legal custodian, maintain his/her residency as determined prior to the military obligation.

See Board Policy 7:50 and 7:60 for further information regarding student enrollment and residency.

### **School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

### **Multilingual Learners**

The school offers opportunities for resident multilingual learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/Guardians of multilingual learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact:

**Jessica Sonntag, Superintendent  
Hinckley-Big Rock School District  
700 E. Lincoln Hwy  
Hinckley, IL 60520**

### **Family Life and Sex Education Classes**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; 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. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.<sup>1</sup>

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **Mandated Reporter**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### **Child Abuse and Neglect Investigation Reports**

HB 3055 amends the Student Records Act and the Abused and Neglected Child Reporting Act. It requires DCFS' Child Protective Service Unit, within 10 days after completing an investigation

of alleged abuse or neglect, to send a copy of its final report to the school that the child attends and requires the school to maintain a copy of the report in the child's student record. If the report is sent during the summer, it must be sent to the last school the child attended. Requires DCFS to mark the report "confidential" and requires the school receiving the report to maintain confidentiality. Requires that the school purge the report from the child's record if an indicated finding of abuse or neglect is overturned in an appeal or a hearing or if DCFS makes a determination that the child is no longer at risk of abuse or neglect and requests that the report be purged. Effective January 1, 2002. House Sponsor was Rep. Jim Fowler (D-Harrisburg). Senate sponsor was Sen. Larry Woolard (D-Carterville). Public Act 92-295.

### **Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>
- Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>
- Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

### **Parental Responsibility Act**

The Illinois Parental Responsibility Act provides that "the Parent or legal guardian of an unemancipated minor who resides with such parent or legal guardian is liable for actual damages for the willful or malicious acts of such minor which cause injury to a person or property." [740 ILCS 115/3] To that end, parents or legal guardians will be financially responsible for damages when his/her child:

- a. Uses equipment carelessly, causing malfunctions and/or creating a sequence of events when unreported causes general failure of the network and/or the Internet access.

- b. Vandalizes or otherwise deliberately damages any of the hardware or software in the technology system the student and parent/guardian will be responsible to pay for the repair or replacement of the damaged items, which may be up to \$2,500 per unit.
- c. Damages, copies or destroys another student's data. Additional penalties may include detentions, suspensions from school, and/or denial of access to District technology resources and/or Internet access.
- d. Attempts to gain access or tamper with computer data to which he/she has no right. EX. A teacher's files or other confidential information. The episode will be considered equivalent to tampering with a teacher's written records [grade book or other confidential data] or trying to gain access to confidential student information [being in student records].
- e. Uses or loads software which results in damage to the technology hardware or other resources or software. The student or parent will be responsible for any damage that occurs. The student may also be subject for prosecution under the copyright laws.

### **Dissection**

State law [P.A. 91-0771] allows students who object to performing or participating in dissection to be excused and perform an alternative project. A student may not be penalized for refusing to participate in or perform a dissection. If a student at HBR does not want to participate in a dissection, then he/she and the parent must inform the science teacher in writing to this effect. An alternative project will be assigned.

### **Pesticide Spraying**

There are some periodic sprayings for pesticides done in and around the building throughout the school year. Typically, this does not create problems for our students. However, if you have concerns regarding allergic reactions for your child, please contact our office for specific dates and additional information.

## Appendix 1 – Additional General Notices

### **Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

#### **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following.

Physical signs:

- [Sexually transmitted infections \(STIs\) or other genital infections](#)
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

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

#### **Warning Signs of Grooming Behaviors**

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual

relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

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

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

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

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands

- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](https://www.online.rainn.org)

*Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)*

### **Prevention of Anaphylaxis**

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

## Appendix 2 – Board Policy 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

The following Board policy with live links to other Board policies, laws, and references can be found at [https://boardpolicyonline.com/?b=hinckley\\_429&s=65834](https://boardpolicyonline.com/?b=hinckley_429&s=65834)

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

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

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

### Definitions from 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.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

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

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

### Bullying Prevention and Response Plan

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

1. Using the definition of bullying as provided in this policy, the Superintendent 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; however, this shall not be

construed to permit formal disciplinary action solely on the basis of an anonymous report.

**Nondiscrimination Coordinator:**

High School Principal  
P.O. Box 1210, 700 E. Lincoln Hwy.  
Hinckley, IL 60520  
[HBRreport@hbr429.org](mailto:HBRreport@hbr429.org)  
815.286.7501

**Complaint Managers:**

Elementary School Principal  
600 W. Lincoln Hwy.  
Hinckley, IL 60520  
[HBRreport@hbr429.org](mailto:HBRreport@hbr429.org)  
815.286.3400

Middle School Principal  
P.O. Box 247, 47W 984 Rt.30  
Big Rock, IL 60511  
[HBRreport@hbr429.org](mailto:HBRreport@hbr429.org)  
630.556.4190

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

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

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-

emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

1. An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
2. If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
3. A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.

- b. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
  - c. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - d. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - e. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - f. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - g. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - h. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - i. 7:310, Restrictions on Publications; Elementary Schools, and 7:315, Restrictions on Publications; High Schools. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
  - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
  - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
  - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.  
 405 ILCS 49/, Children's Mental Health Act.  
 775 ILCS 5/1-103, Ill. Human Rights Act.  
 23 Ill.Admin.Code §1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications), 7:315 (Restrictions on Publications; High Schools)  
ADOPTED: March 30, 2022

### **Appendix 3 – State Seal of Biliteracy**

The Seal of Biliteracy is an award approved by the Illinois State Board of Education and given in recognition of students who have attained a high level of proficiency in another language in addition to English. The Seal indicates that a student has obtained competency in two or more languages and is an asset when applying for employment or college admission.

#### **Qualifications for earning the Seal of Biliteracy**

- Students qualify for the Seal by meeting benchmark requirements in both English and the second language.
- To demonstrate proficiency in English students must earn one of the following: an SAT verbal score of 480 or higher, an ACT composite score of 21 or higher, an Advanced Placement score of 4 or higher, an ACCESS score of 4.8 overall, or transitional or dual credit coursework in English language arts articulated in partnership with a public community college as an Every Student Succeeds Act College and Career Readiness Indicator.
- At this time we are offering Spanish as the second language. To determine Spanish proficiency students will take the ACTFL Assessment of Performance towards Proficiency in Languages test. ACTFL stands for the American Council of Teachers of Foreign Languages and the test name is often shortened to the AAPPL, or “apple,” test. Students need to earn an “intermediate high” score on this assessment in order to qualify for the Seal or an “intermediate low” to qualify for the Commendation.
- The AAPPL assessment will be administered in the spring semester. We will notify parents of the exact test dates once these have been established.

#### **Associated Costs**

The only cost associated with the Seal of Biliteracy is the fee for the ACTFL Assessment of Performance towards Proficiency in Languages (AAPPL) test. This fee is approximately \$20.00. We will notify parents of the exact cost as the test date approaches.

#### **Contact Information**

If you have questions about the Seal of Biliteracy please contact:

- Elizabeth López
- Spanish Teacher
  - [elopez@hbr429.org](mailto:elopez@hbr429.org)

Nicky Abbs

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Becky Lauer

- Principal
- [blauer@hbr429.org](mailto:blauer@hbr429.org)