

PARENT STUDENT HANDBOOK



2023-2024

www.sd25.org/Handbook

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FROM THE SUPERINTENDENT

Dear Parent/Guardian,

Welcome to the 2023-2024 school year.

This Student/Parent Handbook is created to provide information for you about the policies and practices of District 25 schools. Please read the appropriate parts of this handbook with your child with an emphasis on student responsibilities, discipline, and media release.

The handbook includes information about contact information, district procedures, student rights, responsibilities, and other reference information. State and federal laws require that school districts notify parents/guardians and students about these policies. If you have any questions about this information, please contact the principal of your child's school or call the District 25 Administration Building at 847-758-4900. You can read the complete District 25 policies by visiting our website (www.sd25.org) and clicking on "School Board." These policies are referenced periodically throughout this handbook. Please be advised that revisions to policies and procedures may occur without notice throughout the year.

The partnership formed between school and home is very important, and you can feel confident that our top priority is establishing a productive, engaging, and invigorating learning environment for all our students. To that end, please let us know how we are doing during the course of the year.

If you have feedback, questions, suggestions, concerns, or ideas to discuss, you are invited to come to the Superintendent's Open Door for thoughtful dialogue, held on designated Tuesdays between 2:00 and 4:00 p.m. ([check the website](#)) at the District 25 Administrative Offices at 1200 S. Dunton. If these hours don't fit your schedule, please call for an appointment.

On behalf of the entire staff, we look forward to a joyful year of learning with you and your child.

Together Today to Transform Tomorrow,

A handwritten signature in black ink, appearing to read "Lori D. Bein". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Lori D. Bein, Ed.D.
Superintendent of Schools

D25 SCHOOLS

ELEMENTARY SCHOOLS

Dryden School

722 S. Dryden

Arlington Heights, IL 60005

847-398-4280

Akemi Sessler, Principal | asessler@sd25.org

Dr. Beth Glass, Assistant Principal | bglass@sd25.org

Greenbrier School

2330 N. Verde

Arlington Heights, IL 60004

847-398-4272, Main Office

847-398-4211, Early Childhood

Donna Bingaman, Principal | dbingaman@sd25.org

Anetta Peebles, Assistant Principal & EC Coordinator | apeebles@sd25.org

Ivy Hill School

2211 N. Burke

Arlington Heights, IL 60004

847-398-4275

Arlington Heights, IL 60005

Scott Kaese, Principal | skaese@sd25.org

Monique Wodzinski, Assistant Principal | mwodzinski@sd25.org (updated 6/14/23)

Olive-Mary Stitt School

303 E. Olive

Arlington Heights, IL 60004

847-398-4282

Erin Davis, Principal | edavis@sd25.org

Julia Pemberton, Assistant Principal | jpemberton@sd25.org

Patton School

1616 N. Patton

Arlington Heights, IL 60004

847-398-4288

Ellie Chin, Principal | echin@sd25.org

Kelly Vignocchi, Assistant Principal | kvignocchi@sd25.org

Westgate School

500 S. Dwyer

Arlington Heights, IL 60005

847-398-4292

Dr. Ann Buch, Principal | abuch@sd25.org

Allison Yoder, Assistant Principal & Student Services Coordinator | ayoder@sd25.org

Cara Giacomini-Ferris, Assistant Principal & Student Services Coordinator | cgiacominferris@sd25.org

Windsor School

1315 E. Miner

Arlington Heights, IL 60004

847-398-4297

Lindsay Anastacio, Principal | lanastacio@sd25.org

Melanie Soprano, Assistant Principal &

Student Services Coordinator | msoprano@sd25.org

MIDDLE SCHOOLS

South Middle School

400 S. Highland

Arlington Heights, IL 60005

847-398-4250

Dr. James Morrison, Principal | jmorrison@sd25.org

Dr. Steven Perkins, Associate Principal | sperkins@sd25.org

Sheri Rosen, Associate Principal | srosen@sd25.org

Thomas Middle School

1430 N. Belmont

Arlington Heights, IL 60004

847-398-4260

Lori Naumowicz, Principal | lnaumowicz@sd25.org

Nick Filipowski, Associate Principal | nfilipowski@sd25.org

Greg Keadle, Associate Principal | gkeadle@sd25.org

Administration Building

1200 S. Dunton
Arlington Heights IL 60005
847-758-4900, Main number | 847-758-4882, Main fax

Office of the Superintendent

Dr. Lori D. Bein, Superintendent
847-758-4870, Superintendent's Office | lbein@sd25.org

Lana O'Brien, Executive Assistant to the Superintendent
847-758-4871 | lobrien@sd25.org

Department of Communications

Adam Harris, Head of Communications & Storytelling
847-758-4895 | aharris@sd25.org

Ronni Hohe, Communications Assistant
847-758-4874 | vhohe@sd25.org

Department of Student Learning

Dr. Becky FitzPatrick,
Assistant Superintendent of Student Learning
847-758-4890, Department Office | rfitzpatrick@sd25.org

Amanda Czerniuk, Assessment Coordinator
847-228-2069, Department Office | aczerniuk@sd25.org

Andrea Luessow, Multi-Tiered System of Supports (MTSS) / RTI &
World Language Coordinator
847-228-2061, Department Office | aluessow@sd25.org

Sharon Nelles, Literacy & SEL Coordinator
847-228-2081, Department Office | snelles@sd25.org

Katie Paulson, Advanced Learning, Library Media Center, &
Creative Arts
847-758-4894, Department Office | kpaulson@sd25.org

Lisa Szydlowski, K-8 Math & Elementary Fine Arts, & PE
Coordinator
847-228-2063, Department Office | lszydlowski@sd25.org

Melanie Zenisek, Science, Social Studies, & MS Health/PE
Coordinator
847-758-4877, Department Office | mzenisek@sd25.org

Technology Department

Chris Fahnoe, Director of Technology
847-758-3010 | cfahnoe@sd25.org

Department of Student Services

Diane Kaffka, Assistant Superintendent of Student Services
847-758-4875, Department Office | dkaffka@sd25.org

Dina Albrecht, Student Services Coordinator
847-228-2071 | dalbrecht@sd25.org

Laren Hammer, Student Services Coordinator
847-506-6253 | lhammer@sd25.org

Anetta Peebles
Early Childhood Coordinator & Greenbrier AP
847-506-5502 | apeesbles@sd25.org

Andrea Luessow, Multi-Tiered System of Supports (MTSS) / RTI &
World Language Coordinator
847-228-2061 | aluessow@sd25.org

Loura Alazhari, Student Services Coordinator
847-758-4879 | lalzahari@sd25.org

Melanie Soprano,
Student Services Coordinator & Windsor AP
847-506-6702 | msoprano@sd25.org

Allison Yoder,
Student Services Coordinator & Westgate AP
847-506-6802 | ayoder@sd25.org

Personnel Department

Dr. Brian Kaye,
Assistant Superintendent for Personnel and Planning
847-758-4911 | bkaye@sd25.org

Shab Poloz, Director of Equity & Multilingual Program
847-758-4899 | spoloz@sd25.org

Darcy Moder, Building Use Information
847-506-6904 | dmoder@sd25.org

Business Office

Stacey Mallek, Assistant Superintendent for Business/CSBO
847-758-4880 | smallek@sd25.org

Laura Comastro, Transportation Specialist
847-758-4888 | lcomastro@sd25.org

Facilities Department

Ryan Schulz, Director of Facilities Management
847-506-6901 | rschulz@sd25.org

Food & Nutrition Services Department

Sandy Voss, SNS, RN, Director of Food & Nutrition Services
847-758-4904 | svoss@sd25.org

TOGETHER TODAY TO TRANSFORM TOMORROW!



Empower an inclusive, diverse community of learners to innovate and thrive as global citizens.

OUR VISION

Cultivate a personalized environment of excellence that prepares every learner, every day, for a better tomorrow by:

Building the knowledge, skills and attitudes of learners to be successful, contributing citizens of a global society.

Developing resilience and perseverance in learners to problem-solve and co-create their learning.

Embracing individuality and modeling empathy in an inclusive environment.

Promoting learner confidence, courage, growth mindset and well-being.

Fostering collaboration, voice and engagement with and among staff, families and our communities to partner in ensuring each learner's continuous improvement.

Ensuring equity of resources, access and opportunities for all learners and staff to learn, work and succeed. ^{vii}

OUR VALUES

The following core values will guide our behaviors and actions:

Compassion & Empathy

Inclusivity & Diversity

Equity & Social Justice

Innovation & Creativity

Collaboration & Communication

Resilience & Perseverance

OUR GOALS & STRATEGIES

STUDENT ACHIEVEMENT GOAL:

Refine and extend instructional practices, programs and services to ensure all learners are academically ready for high school and beyond.



Strategies that need attention to achieve this goal at a higher level.

Refine and expand our continuum of services to **better meet the needs of all students and close performance gaps for identified student subgroups.**

Ensure high student engagement and ownership of their learning through hands on, authentic, real-life learning opportunities and innovative teaching practices.

FAMILY & COMMUNITY GOAL:

Strengthen family and community relationships to enhance learning, teaching, and partnerships.



Strategies that need attention to achieve this goal at a higher level.

Improve classroom, school and district connections, collaboration, and communication with our families and community to **enhance external relationships, trust, respect, commitment, engagement and satisfaction.**

Develop effective partnerships with community agencies, higher education and District 214.

LEARNING ENVIRONMENT GOAL:

Cultivate a healthy climate and culture that creates conditions and supports to meet the needs of all learners.



Strategies that need attention to achieve this goal at a higher level.

Address the growing social, emotional and mental health needs of our students, families, and staff.

Foster a sense of belonging, mutual understanding and competence to address **diversity, equity, social justice, racism and inclusion** in our everyday practices.

HIGH-QUALITY STAFF GOAL:

Attract, develop, and retain diverse, high-quality, innovative employees.



Strategies that need attention to achieve this goal at a higher level.

Improve policies, procedures and hiring practices with our employees to **enhance internal relationships, trust, respect, commitment, collaboration, communication and satisfaction.**

Refine and extend data collection, analysis, progress monitoring and reporting to **promote continuous improvement at all levels of the system.**

STEWARDSHIP OF RESOURCES GOAL:

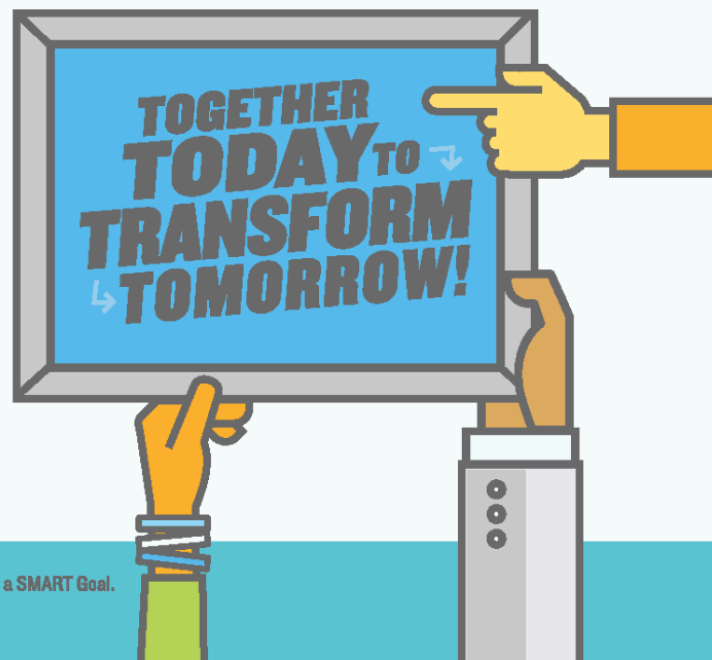
Demonstrate stewardship by allocating resources effectively and equitably.



Strategies that need attention to achieve this goal at a higher level.

Address time, space and aging facilities to ensure an optimal learning and teaching environment.

Explore and develop new financial strategies to respond to the **changing nature of school funding and projections** to continue to offer equitable, high-quality programs and services to our students and families.



BOARD OF EDUCATION

BOARD OF EDUCATION MEETINGS

The Board of Education of Arlington Heights School District 25 meets one or more times per month in the evening. Regular Board of Education meetings are formal business meetings where the Board discusses issues and takes action.

Board meetings are open to the public. (The only meetings not open to the public are closed sessions, where topics such as personnel matters are discussed.)

Each regular Board of Education meeting includes a time for citizens to be heard. If you wish to speak to the Board, simply fill out a card (obtained at the meeting) indicating your desire to speak and the topic to be addressed. The card is submitted to the Recording Secretary.

The Board invites all citizens who have filled out cards to speak, asking that audience comments be limited to three minutes or a time determined by the Board President. The Board does not normally respond to comments from the audience, and the rest of the meeting is held without audience participation. The school board meeting is not the proper forum for comments regarding specific personnel.

Anyone who has a public comment, and doesn't plan to attend the meeting to deliver their comment, is welcome to submit their comment using the following process by filling out a public comments Google Form located on our website (www.sd25.org/BOE).

You may obtain an agenda of topics to be discussed at an upcoming Board meeting by going to the Central Office (1200 S. Dunton) 48 hours before the meeting (between the hours of 8:00 a.m. and 4:00 p.m.). An agenda will appear on District 25's Web site (www.sd25.org/BOEAgenda) 48 hours before the meeting. You may also pick up a copy of the agenda at the meeting.

2023-24 BOARD MEETING SCHEDULE

The School Board meetings typically begin at 7:00 p.m. The full board meeting schedule can be found by visiting www.sd25.org/BOE -> Meeting Dates. Please note that the meeting dates for the 2023-2024 school year were not agreed upon by the Board when this document was updated.

Arlington Heights School District 25 is subject to the requirements of the Americans with Disabilities Act of 1990, as well as Section 504 of the Rehabilitation Act of 1973.

Individuals with disabilities who plan to attend a Board meeting and who require certain accommodations in order to allow them to attend and/or participate, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact Lana O'Brien at 847-758-4871. Users of TDD may dial 800-526-0844 for assistance.

Members of the Board of Education

The Board president will be the spokesperson for the Board to the media and to the public. The Board President will respond to emails and phone calls on behalf of the Board of Education. In order to contact the District 25 Board of Education, please email BoardFeedback@sd25.org.

| | |
|---------------------|--|
| Brian Cerniglia | bcerniglia@sd25.org |
| Gina Faso | gfaso@sd25.org |
| Dr. Anisha I. Jogee | ajogee@sd25.org |
| Kevin Michael | kmichael@sd25.org |
| Elizabeth Nierman | enierman@sd25.org |
| Richard Olejniczak | rolejniczak@sd25.org |
| Greg Scapillato | gscapillato@sd25.org |

**AUGUST 2023**

Institute Day
Institute Day
Teaming Day
First Day of School

Monday, August 14, 2023
Tuesday, August 15, 2023
Wednesday, August 16, 2023
Thursday, August 17, 2023

Staff Only
Staff Only
Staff Only

SEPTEMBER 2023

Labor Day
Non-Attendance Day

Monday, September 4, 2023
Monday, September 25, 2023

All Schools Closed
All Schools Closed

OCTOBER 2023

Parent/Teacher Conferences
Parent/Teacher Conferences
Middle School | 1st Quarter Ends
Middle School | Progress Reports

Thursday, October 12, 2023
Friday, October 13, 2023
Friday, October 20, 2023
Friday, October 27, 2023

Staff Only
Staff Only

NOVEMBER 2023

Elementary | 1st Trimester Ends
Elementary | Progress Reports
Non-Attendance Day
Non-Attendance Day
Non-Attendance Day
Thanksgiving Day
Non-Attendance Day

Friday, November 10, 2023
Friday, November 17, 2023
Monday, November 20, 2023
Tuesday, November 21, 2023
Wednesday, November 22, 2023
Thursday, November 23, 2023
Friday, November 24, 2023

All Schools Closed
All Schools Closed
All Schools Closed
All Schools Closed
All Schools Closed
All Schools Closed

DECEMBER 2023

Winter Break

Monday, December 25, 2023 through
Friday, December 29, 2023

All Schools Closed

JANUARY 2024

Winter Break

Institute Day
Middle School | 2nd Quarter Ends
Martin Luther King Jr. Day
Middle School | Progress Reports

Monday, January 1, 2024 through
Friday, January 5, 2024
Monday, January 8, 2024
Friday, January 12, 2024
Monday, January 15, 2024
Friday, January 19, 2024

All Schools Closed
Staff Only
All School Closed

FEBRUARY 2024

→→→ Parent/Teacher Conferences
Parent/Teacher Conferences
Presidents' Day

Thursday, February 15, 2024
Friday, February 16, 2024
Monday, February 19, 2024

Staff Only
Staff Only
All Schools Closed

MARCH 2024

Elementary | 2nd Trimester Ends
Elementary | Progress Reports
Middle School | 3rd Quarter Ends
Election Day
Middle School | Progress Reports
Spring Break

Friday, March 1, 2024
Friday, March 8, 2024
Friday, March 15, 2024
Tuesday, March 19, 2024
Friday, March 22, 2024
Monday, March 25, 2024 through
Friday, March 29, 2024

All Schools Closed
All Schools Closed

APRIL 2024

→→→ School Improvement Day

Monday, April 1, 2024

Staff Only

MAY 2024

→→→ School Improvement Day
Memorial Day
Last Day of School
• Quarter 4 & Trimester 3 end. Progress reports issued.

Friday, May 24, 2024
Monday, May 27, 2024
Friday, May 31, 2024

Staff Only
All Schools Closed

JUNE 2024

→→→ Records Day
→→→ Records Day (if 2 emergency days are used)

Monday, June 3, 2024
Tuesday, June 4, 2024

Staff Only
Staff Only

EMERGENCY DAY PLANS

- Day 1: Mon. Apr. 1
- Day 2: Mon. June. 3
- Day 3: Thurs. Feb 15
- Day 4: Tues. June 4
- Day 5: Fri. May 24

→→→ If an emergency day is needed prior to the date indicated by this arrow, this day becomes a student attendance day.

→→→ If a second/third/fourth/fifth emergency day is needed prior to the dates indicated by this arrow, those days become student attendance days.

Board Approved
12/13/22

Revised Approval
05/09/23



together
today

2



transform
tomorrow

PARENT/COMMUNITY INFORMATION

SCHOOL-PARENT-STUDENT COMPACT

Students are more likely to be successful in school if the school and families work closely together and share a common set of expectations. The purpose of a school-parent-student compact is to communicate a common set of expectations among parents/guardians, students, and the school staff so that every student attains high standards and receives a quality education.

Parent/Guardian Responsibilities

- Provide a quiet place to do homework.
- Set aside a specific time to do homework.
- Look over assignments and check for understanding.
- Sign all papers that require a parent's/guardian's signature.
- Ask questions about what was learned in school each day.
- Require regular school attendance.
- Attend parent/teacher conferences and school events that involve your child.
- Make sure your child comes to school well-fed and rested.

Student Responsibilities

- Take home materials and information necessary to complete assignments.
- Ask questions to better understand assignments.
- Return homework on time.
- Comply with school rules.
- Attend school regularly.
- Respect the rights and property of others.
- Challenge yourself; learn as much as you can.

Principal Responsibilities

- Provide an environment that allows for positive communication between the teacher, parent/guardian, and student.
- Set high standards for students by providing a challenging curriculum.
- Report publicly on school-wide achievement and help teachers and families understand how adopting high standards can lead to school-wide improvement.
- Provide for or facilitate high-quality professional development for teachers.

Teacher Responsibilities

- Prepare quality lessons and challenging learning experiences which are engaging for all students.
- Help each child grow to his or her fullest potential.
- Demonstrate an enthusiasm for learning.

- Correct assignments in a timely manner.
- Provide timely and meaningful feedback.
- Communicate regularly with parents/guardians regarding a student's progress.
- Provide positive support for the academic, social, and emotional growth of all students.

In conclusion, everyone has the responsibility to work toward the common purpose of student learning and development. Any conflicts that arise in this pursuit must be resolved in an effort to maximize the best interests of the learner. All stakeholders are expected to use effective listening skills, reflection, problem solving skills, and thoughtful dialogue at every level to resolve conflicts and seek peaceful solutions.

WELLNESS

Arlington Heights School District 25 promotes healthy schools and students by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The district supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health of children. Improved health optimizes student performance.

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition, social and mental well-being, and regular physical activity.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day shall meet or exceed the District Nutrition Standards. Emphasis shall be placed on foods that are nutrient dense per calorie. Foods shall be served with consideration toward variety, appeal, taste, safety, and packaging to ensure high-quality meals and snacks.

The school district shall make nutrition education a part of its comprehensive health education curriculum.

The following are board of education approved Wellness Guidelines for all District 25 schools:

1. Promote and encourage healthy snacks at snack time in classrooms. AHSD25 allows the consumption of healthy snacks at school and reinforces healthy eating habits for all students.

PARENT/COMMUNITY INFORMATION

2. Promote and encourage healthy snacks for classroom parties and celebrations. AHSD25 fosters healthy food alternatives at celebrations such as Lunch with the Principal and extracurricular events, in addition to typical sweet treats. Halloween, Valentine's Day and birthday celebrations are to be celebrated at school without student-provided food or other treats.
3. Restrict use of foods as an instruction tool. In the rare event when foods are used in class, or in school sponsored events, teachers must notify the parent/student in advance.

SCHOOL CELEBRATIONS

The schools will create the environment to make a special day a celebration in school as appropriate. No student/parent-provided food or treats will be allowed on birthdays. Edible treats are not allowed for any classroom parties or celebrations. All celebrations will be compatible with the Arlington Heights School District 25 Wellness Policy and will focus on non-food based alternatives.

PTA

Each District 25 school has a PTA (Parent Teacher Association), which works to foster close relations between home and school. The PTA is run by volunteers and welcomes all parents/guardians to attend meetings and participate in its activities. Information and membership forms in registration.

Directories: The PTAs in AHSD 25 have published school directories for your convenience. The PTA directory is for private use only, and it cannot be used for solicitation, commercial enterprises, personal agenda, public distribution, petitions, charitable, or political causes. Please be respectful in using the directory for its intended purposes so that we can continue to make it available for your convenience. Thank you for your support and participation in school and PTA activities.

ABC/25

ABC/25, a not-for-profit foundation created to provide funds for educational enhancement in District 25, includes families, business and civic leaders, and educators. ABC/25's programs are funded through fund-raising activities. You are welcome to pick up an ABC/25 brochure at your school.

BERNICE GLIEGE ANGEL FUND

The Bernice Gliege Angel Fund was created to support children in need in AHSD 25. The Fund provides for field trips, materials, food supplies, lessons, and other needs identified by staff that will benefit the children served in AHSD 25. Tax deductible donations will be gratefully acknowledged and the funds put to purposeful use. Donors are welcomed! Community members wishing to contribute to the Bernice Gliege Angel Fund may send donations to Arlington Heights School District 25, Superintendent Office, 1200 S. Dunton Avenue, Arlington Heights, Illinois 60005. Checks are payable to AHSD25 with "Angel Fund" on the memo line.

BEFORE AND AFTER SCHOOL CARE

Before-School and After-School Care programs are offered at District 25 schools by the Arlington Heights Park District.

For elementary school students, the Children at Play (CAP) program provides supervised before-school and after-school care for students in the schools. The program is run by the Park District.

There is more information about CAP and the district on our Website. Go to www.sd25.org and click on "Families." You may also call the Arlington Heights Park District at 847-577-3000.

FINANCIAL ASSISTANCE FOR FIELD TRIPS

District 25 believes that field trips are an extension of the learning that occurs in our schools. Some fees may be charged for tickets and/or transportation to and from these events. No student will be excluded from these events due to financial hardship. If you have concerns, please discuss these circumstances with your building principal who will make the necessary arrangements.

ASSISTANCE FROM HEALTH/SOCIAL WORKERS

The District employs Certified School Nurses and School Social Workers to ensure the health and well-being of all students. These staff members also possess valuable knowledge about community resources available to students and families for issues regarding physical and mental health, counseling, financial assistance and many other resources. Please contact your school office if you are in need of some assistance or referral information.

PARENT/COMMUNITY INFORMATION

VOLUNTEERING

District 25 encourages parents and community members to volunteer in the schools. Volunteers have provided much needed assistance to individual students or to the operations of the schools. If you would like to volunteer, please contact your building principal or PTA representative. Volunteers are expected to maintain confidentiality and may be asked to read and sign a confidentiality agreement. The building principal may request an individual to submit to a criminal history records check. This will be requested if the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent.

EARLY CHILDHOOD DEVELOPMENT ENRICHMENT CENTER (ECDEC)

School District 25 is a part of a multiple-district, collaborative effort to provide an educational experience to three and four year old children who demonstrate at-risk characteristics. . These students do not meet the eligibility requirements for the district's special education early childhood program. Please contact ECDEC at (847) 963-3450 for more information.

SERVICES FROM THE VILLAGE OF ARLINGTON HEIGHTS

For families in need of assistance, the Village of Arlington Heights has services and programs. Information can be obtained by calling the Arlington Heights Health Department: 847-368-5792.

COMMUNICATION

COMMUNICATIONS IN DISTRICT 25

District 25 values communication between the school district and the home. We hope to open the window to the classroom and create an opportunity for our parents to be essential partners in their child's learning.

We have a variety of ways to provide information and interact with our community and our parents.

District 25 Website ([sd25.org](http://www.sd25.org))

District 25 has a website (www.sd25.org), which includes information about the district and our schools. The most up-to-date information about the District, like the calendar and school events, can be found on the district website.

Each school has a website, as well, with information specific to that school (calendar, principal communications, staff directory, etc).

These are great places to visit to get caught up on any potential news from the District or your school you might have missed via email.

Third Party Site Notice: The District and School sites may contain or reference links to websites operated by third parties ("Third Party Websites"). These links are provided as a convenience/reference only. Such Third Party Websites are not under our control. We are not responsible for the content of any Third Party Website or any link contained in a Third Party Website. Inclusion of these sites on our website does not indicate an endorsement or recommendation by District 25, nor does it imply a relationship with District 25.

Access to any Third Party Website is at your own risk, and you acknowledge and understand that linked Third Party Websites may contain terms and privacy policies that are different from ours. We are not responsible for such provisions, and expressly disclaim any liability for them.

Direct to Parent Communications

This Department's goal is to make sure parents feel informed, connected, and have a voice in District 25 and their schools. In order to accomplish that, the District and the schools communicate with parents in a variety of ways.

The District 25 Dish: The purpose of the District Dish is to keep parents and families informed of the news from the District and as a tool to tell the District's story. Along with District and department news, the Dish contains stories from the classroom. The Dish is sent out every two weeks, on Thursdays: www.sd25.org/DistrictDish.

Principal Communications: Each principal sends out a communication to their community either weekly, or

twice monthly keeping their community up to date on the news and happenings at their school. Some principals have their own blog, some type out an email with all the updates, some put together a video recapping the week, some put together a newsletter, etc. Every principal communication will be delivered via email.

The Board Buzz: After each Board Meeting, the Head of Communications & Storytelling puts together a newsletter summarizing the meeting and emails it to all parents. Samples of past Buzz's can be seen by visiting www.sd25.org/BoardBuzz.

Parent Academy: This quarterly newsletter provides learning opportunities for parents to better understand ways to support their students' academic success and personal well-being. This newsletter is archived on our website: www.sd25.org/ParentAcademy.

Teacher Communications: Our teachers are great communicators, dedicated to keeping you informed about your child's progress and different happenings in the classroom. Every teacher does communicate differently using different tools/systems. Your teacher will let you know at the beginning of the year how to expect communication to be delivered from them.

Parent/Teacher Conferences

District 25 scheduled two days in the fall and two days in the early spring for parent/teacher conferences. We encourage you to attend your child's conferences. This is a place to discuss your child's progress in school and connect face to face with your child's teacher. You should feel free to bring up anything you are concerned about. A good way to prepare is to write down any questions you have before the meeting.

The School Visitation Rights Act of 1993 requires certain employers to permit employees to take unpaid time off work to attend school conferences. There are some restrictions. Please check with your employer to schedule time-off from your work for parent-teacher conferences.

Progress Reports

You will receive reports about your child's progress on the following dates for 2023-2024:

Elementary Schools: November 17, March 8, and the last day of classes

Middle Schools: October 27, January 19, March 22, and the last day of classes

COMMUNICATION

Accessing Middle School Homework Information

Middle school students and their families can access the online parent portal to get homework assignments and other course information. Schools provide directions for accessing this information.

Mass Notification System

Most times when the District or Principal communicates via email it will be done through the District's Mass Notification System, School Messenger. School Messenger is a mass parent notification company providing services to deliver alert and informational messages to parents and communities through phone, e-mail, and text messages.

In order for parents to receive text messages, parents must opt-in for this service. You can do this right now by texting "Y" or "Yes" to 67587.

In order to ensure you are in our mass notification system correctly, making sure you will receive all information sent out via School Messenger, please keep your contact information current by providing changes to the school office including home phone, cell phone, and email address(es).

School Messenger will be used to send everything from snow closure alerts to school activities and updates. The district can generate messages to all families while building principals can send information to their community.

Emergency Communications

There is often very little ability to prevent some emergencies from happening, but it is a goal of District 25's Communications Department to be trained and aware of the established process for communicating during an emergency, unexpected situations, and/or a school closing. District 25 aims to be in control of what they can during an emergency, and that certainly includes communication. Depending on the situation, you will be notified via email, a text message, and a phone call if there is an emergency or a school closing.

Please stay tuned to our social media pages (fb.com/ahsd25 and twitter.com/ahsd25) during those times as well.

Communicating with Us

Communication from home to school is an important factor in student achievement and ensuring your needs are being met. We are available in a variety of ways in order to ensure you are heard.

Contact Your Teacher: Our teachers and staff are responsive and open to your questions, feedback, and general

connection. Emailing your teacher is the recommended way to get that done.

Contact Your Principal: Our principals are always available and open and available to our parents/families. Whether it be via email, a phone call, or an in-person (or virtual) meeting, our principals are available to connect and answer any questions our parents/families may have.

Contact the District Office: We realize that not every question may be answered via our teachers and or principals. Our District Administrative staff is available via email, a phone call, or an in-person (or virtual) meeting as well.

Superintendent Dr. Lori Bein has Open Door meetings available described in the next section.

Online Chat or Social Media: Our online chat function located on the homepage of our website (Drift) along with our Social Media accounts (Facebook & Twitter) are monitored by the Head of Communications & Storytelling and are a great place to start when needing an answer quickly on something or when not knowing where to begin to get an answer to a question you might have. The Head of Communications & Storytelling will monitor the messaging via the two social media accounts and the chat function on the website to get you a response quickly.

Please note that at times staff members may have many emails and communications they need to answer, since they have the responsibility to serve the needs of all of their assigned students and parents. We hope that parents will respect the amount of electronic communications that teachers receive and will communicate in moderation. If you have any questions or concerns that you believe require an in-depth discussion with your child's teacher, please feel free to email the teacher to set up a meeting or call or the call/email the principal to schedule a meeting. Staff members welcome the opportunity to meet with parents.

Superintendent's Open Door

You are invited to drop in to visit with the Superintendent on designated Tuesdays between 2:00 and 4:00 p.m. without an appointment. The Superintendent hosts Open Door meetings at the district Central Office, 1200 S. Dunton Ave. Check the [event calendar on the website](#) to verify Open Door dates. Please call for an appointment if you'd like to meet at another time: 847-758-4870.

SCHOOL REQUIREMENTS

REQUIREMENTS FOR ADMISSION

Your child must be five years of age on or before September 1 of the school year to enter kindergarten.

Before your child can enroll in any District 25 school, residence within District 25 boundaries must be established.

If you are enrolling your child for the first time, you must provide a certified copy of your child's birth certificate (within 30 days of enrollment).

ANNUAL RESIDENCY, REGISTRATION, AND EMERGENCY INFORMATION

All families must register their children for the upcoming school year beginning May 1, 2023. Families will be asked to update all emergency contact information at that time. To remain in compliance with state law and Board policy, only students who live within the District's boundaries are entitled to attend District schools, unless given special permission by the superintendent.

Homeless Students

The *McKinney-Vento Act*, is a federal law developed to make certain that children experiencing homelessness have access to the same educational experience as other children. The law seeks to remove any barriers created by laws, regulations, practices, and policies that might keep children experiencing homelessness from enrolling in school. Students who lack a fixed, regular, and adequate nighttime residence are eligible for services under the *McKinney-Vento Act*. This includes students living in emergency or temporary housing, students sharing housing due to loss of housing or economic hardship, students living in non-standard settings, and students awaiting foster care placement. Students may be entitled to entry in District 25 or their previous district. These students are entitled to enter without school records, physicals and required immunizations. If a parent is experiencing these conditions, please contact a building principal or the District's McKinney-Vento Liaison, at 847-758-4875.

STUDENT FEES

District 25 charges an annual fee for consumable materials.

Elementary School 2023-2024 Student Fees

| | |
|--------------|----------|
| Kindergarten | \$ 31.00 |
| Grade 1 – 5 | \$ 55.00 |

Middle School 2023-2024 Student Fees

| | |
|----------------|-----------|
| Grade 6 – 8 | \$ 108.00 |
| Safety Goggles | \$ 6.00 |
| Gym Shirt | \$ 6.00 |
| Gym Shorts | \$ 6.75 |

NOTICE: District 25 will never ask for a payment via a PayPal account.

All textbooks and devices are the property of District 25 and students are responsible for replacement costs of damaged or lost items. The gym uniform and goggles are property of the student. (*See Student Responsibilities*). The middle schools may charge fees for graduation hat, gown, and/or diploma cover for 8th grade students.

During the school year, you will also be asked to pay the costs of class field trips. If these costs may be difficult for you, please contact your building principal.

All fees must be paid in full at the time of registration. District 25 will waive fees for students who qualify for the free or reduced meal program or for students who have extenuating circumstances such as family illness, unusual expenses, seasonal unemployment, emergency situations or a work stoppage. These extenuating circumstances should be discussed with the building administrator. All conversations will remain confidential.

Student Insurance/Accidents

In cooperation with District 25, an insurance company offers several different student accident plans at low cost. The decision to purchase one of these plans is at the parent/guardian's discretion. Information about the insurance plan is available on the District web page under the [Families tab](#). Payment is made directly to the insurance company.

District 25's insurance does not cover student accidents. If your child has an accident at school, you must access your own medical insurance or the insurance described in the previous paragraph.

Student Device Insurance (OPTIONAL): There is an insurance option for families on student-issued District devices. Parents can pay for a plan with a deductible for damage to the device for 24/7 access to their device. The

SCHOOL REQUIREMENTS

insurance option would also be a deductible for lost/stolen devices.

District 25 partners with One2One Risk Solutions to provide accident protection for student-issued iPad or Chromebooks. Registering with One2One and purchasing a damage waiver will protect you from the cost of repairing or replacing your institution-issued device and limit your responsibility to a per-occurrence deductible, should a loss occur. The student and parent/guardian are responsible for maintaining any technology device provided by the school district as indicated in the school technology inventory. If the technology has a failure of an internal part, it is covered by a warranty and will be repaired at no cost by Arlington Heights School District 25.

The decision to participate in the program is optional, however, if damages or losses occur and a protection plan is not in place, families may be responsible for the repair or replacement costs. Additional details are provided during the registration process as well as on the District website.

WITHDRAWALS & REFUNDS

If your child transfers from District 25 to another district during the school year, he or she must return all books and his or her bus pass to the classroom teacher. You may be asked to sign a Consent for Release of Student Information form so that your child's records may be forwarded to the new school.

Refunds for consumable materials and transportation fees paid are determined at the time of the student's withdrawal and are prorated accordingly.

PHYSICAL EXAMINATIONS & IMMUNIZATIONS

Illinois law requires that each child entering kindergarten and sixth grade have a physical examination and immunizations as directed by the Illinois School Code.

A child entering District 25 for the first time from out of state at any grade level must also have a current physical examination and the required immunizations.

Physicals

The physical examination must be completed within one year prior to entrance. The Certificate of Child Health Examination form is available at your doctor's office, the school office, or the district web site at www.sd25.org > [For Families > Health Services & Forms > Physical Exam Information & Forms](#).

Interscholastic Sports

Middle school students who participate in interscholastic sports must submit a physical examination form before try-outs or participation. The physical examination for interscholastic sports is valid for 395 days only and must extend for the entire length of the sport season. A concussion information and sign-off form is also required on an annual basis.

Immunization Requirements

State law requires the immunizations, per [Illinois Administrative Code, Title 77, Part 665](#). [Click here](#) or visit this link for the immunization requirements: https://dph.illinois.gov/content/dam/soi/en/web/idph/publications/idph/topics-and-services/prevention-wellness/immunization/immunization-requirements-chart-2023_10.24.2022.pdf

Exceptions

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

1. Religious or medical grounds, if the student's parents/guardians present a Certificate of Religious Exemption form, signed by the student's physician.
2. Health examination or immunization requirements on medical grounds if a physician provides written verification.

Immunization Clinics

The Cook County Department of Public Health offers free immunizations for qualifying families. For information about other immunization clinics, contact your school nurse.

Dental Examinations

For students in kindergarten, second and sixth grades, a completed dental examination form must be submitted by May 15th of that school year. Forms are available at your dentist's office, the school office or the district website.

Vision Examinations

All students entering kindergarten and all students entering an Illinois school for the first time are required to have an eye examination performed by a licensed optometrist or ophthalmologist. The completed form must be submitted by October 15th of that school year. Forms are available at your eye doctor's office, the school office or the district website.

ATTENDANCE

SCHOOL HOURS

Early Childhood Program Hours

Morning Class: 9:10a–11:40a

Afternoon Class: 12:50p–3:20p

Elementary School Hours

Grades 1–5: 9:05a–3:35p

Lunch break:

Dryden, Greenbrier, Ivy Hill,

Olive, Patton, Windsor: 12:10p - 1:10p

Westgate: 11:40a - 1:15p

Morning kindergarten: 9:05a–11:50a, All Schools

Afternoon kindergarten: 12:50p–3:35p, All Schools

Middle School Hours

South and Thomas Middle Schools: 7:50a–2:45p

SMS Lunches Served: 11:09a–1:17p

TMS Lunches Served: 11:09a–1:17p

Before/After-School Supervision

Elementary Schools

Our elementary schools begin formal supervision of students on the school grounds at 8:50 a.m. Your child should not arrive at school before 8:50 a.m. There is no formal after-school supervision. Students should leave school grounds as soon as they are dismissed at the end of the school day.

Before/After-School Supervision

Middle Schools

Our middle schools begin formal supervision of students fifteen minutes before the start of school. (Supervision begins at 7:30 a.m.) Your child should not arrive at school earlier than 7:30 a.m.

On most school days (except prior to non-attendance days), students have the opportunity to stay at school to work with teachers or participate in activities. An activity bus departs approximately 45 minutes after school and transports students to a limited number of stops for students who normally take the bus. Students should leave school grounds as soon as they are dismissed after school activities.

REGULAR ATTENDANCE

Success in school requires regular attendance. All children are expected to attend regularly, unless they are ill or important family matters arise.

Students absent from classes on the day of an extracurricular event may not be allowed to participate in that day's

activities or event. Prior planning by parents and school helps eliminate any such conflicts.

TRUANCY

District 25 recognizes the impact of regular school attendance on educational performance. It is also important that the students have a good start to the school day by arriving on time. To that end, the district has a truancy officer to monitor student attendance. The truancy process is begun when a student has been absent or tardy for more than 5% of school days. School staff will work with families to help students and families with these issues. However, if these efforts are not successful, the truancy officer will contact the family to address this concern. For more information regarding truancy, contact the Assistant Superintendent for Student Services.

REPORTING AN ABSENCE

Parents/guardians are required to report a child's absence on the day of the absence.

Early Childhood and Elementary school: Some elementary schools want parents to call the school office to report an absence; others use the District 25 voice mail system or the online absence reporting form to be found online. Check with your school office for specific procedures or visit [here: www.sd25.org/Absences](http://www.sd25.org/Absences). Please let the school know of an absence before 9:30 a.m. If the absence is for the afternoon only, please call by 1:15 p.m.

If a student is absent several consecutive days, please notify the school each day of the absence.

If the school office has not been notified of a child's absence by the designated time, the school will call the child's parents/guardians. If they cannot be reached, the school will attempt to call the emergency contact persons listed on the emergency form. This form is included in the registration packet. This procedure is followed so that parents will know each day that their child has arrived safely at school.

Middle school: There are two ways to report an absence for a middle school student.

- 1) Online Form: visit www.sd25.org/Absences to find the link to your school's online form.
- 2) Phone: Dial your school's main line and hit 1 to report an absence.

South Middle School 847.398.4250 ext. 1

Thomas Middle School 847.398.4260 ext. 1

If a student is absent several consecutive days, please notify the school each day of the absence.

ATTENDANCE

If the school office has not been notified of a child's absence by the designated time, the school will call the child's parents/guardians. If they cannot be reached, the school will attempt to call the emergency contact persons listed on the emergency form. This form is included in the registration packet. This procedure is followed so that parents will know each day that their child has arrived safely at school.

EXCUSING CHILDREN FOR RELIGIOUS HOLIDAYS

Absences due to religious holidays that fall on days when District 25 is in session will be considered excused, and students will be given the opportunity to make up any work missed. The district will make every effort to ensure that major testing and significant school events are not held on religious holidays.

EXCUSING CHILDREN FOR FAMILY VACATIONS

If you are planning a vacation that will cause your child to miss school, you should discuss the matter with the school principal well in advance of the absence. You should be aware of the effects such an absence may have on your child's progress.

The principal will outline for you what the teachers will do to prepare your child for the absence. While no assignments prepared for a vacationing child can substitute adequately for actual school attendance, the school will work with you and your child to ensure continued progress in classroom work.

We strongly encourage parents to plan vacation periods at a time other than when school is in session. It is extremely difficult for a student to make up missed work over an extended period because of the sequential teaching and learning processes.

Parents who find they must take their child from school for an extended absence are requested to discuss the matter first with the principal well in advance of the date of the absence. Although parents must make the final decision regarding a student's absence from school, the principal and teachers are glad to discuss with each parent the probable effects upon the child. Schoolwork missed as a result of a family vacation should be handed in no later than (3) days after returning from the vacation or per the final agreement established between teacher and student/parent.

MAKE UP WORK

When a student is absent from school for any reason, parents may request missed work on the 3rd consecutive school day of the absence. Please email your student's teacher or contact the main office if you would like work provided. Work will then be available for pick up, in the student office after 3 pm or emailed directly to the parent or student when possible.

When a student is absent from school, it is the student's obligation to return the completed assignments and resource books to their classroom teachers. Typically a student is given 1 day for each day absent to return given materials, however a teacher may specify different expectations to the student or parent.

EXCUSING CHILDREN FOR MENTAL HEALTH DAYS

Students are allowed to take up to five mental or behavioral health days per year. A medical absence note from a physician is not required and students will be given the opportunity to make up any work missed. Following the second day, a student may be referred to the appropriate school personnel.

EXCUSING CHILDREN FOR CIVIC DAYS

Students in middle school are permitted one school day excused absence per school year to engage in a civic event. Students will be given the opportunity to make up any work missed.

EXCUSING CHILDREN FROM PHYSICAL EDUCATION OR RECESS

Parents of children who have been excused from school due to illness may request that their child be excused from physical activity for up to three days. Extending that time requires permission from a physician.

OUTDOOR ACTIVITIES

All students go outside for some physical education classes and elementary school children go out during recess times and during the lunch break. If there is a medical reason why your child should not go outside, you must secure a statement to that effect from your physician. Immediately following an absence due to illness, parents may request their child remain indoors during the entire school day for up to three days without a physician's statement.

ATTENDANCE

PERMISSION TO LEAVE SCHOOL

The school must know where each child is at all times. No child may leave the school grounds during school hours without a written note from home.

Elementary school students going home for lunch: If your child is going home for lunch, you must provide written permission for your child to leave school. Submit the online form or a letter which should include the specific date your child will be going home for lunch. If your child will be going home for lunch on a regular basis, you should have a letter on file in the school office that includes the schedule.

Middle school students are expected to remain in school during the lunch break unless specific arrangements are made with the school principal. Students are required to sign in and out of school during the school days. Parental permission is required prior to entry and exit.

INCLEMENT WEATHER & SCHOOL CLOSING

EMERGENCY CLOSINGS

Parent Notification

District 25 uses an automated notification system to notify parents of school closings. The system will call home and cell phone numbers multiple times as well as send an email. This system will also send a text message to parents who have opted-in to receive text notifications. To opt-in, please text "Y" or "Yes" to 67587. If you're not sure if you've previously opted in, you still can follow these instructions without causing any issues. This can be done at any time. Please make sure to keep all contact information current with the school office.

If schools are closed, have a delayed start time or early dismissal, parents can also check out the District's Twitter account (www.Twitter.com/AHSD25 or @ahsd25), Facebook account (www.sd25.org/Facebook) or the District's website (www.sd25.org) for a pop up window on the homepage.

You may also go to the Emergency Closing Center at **www.EmergencyClosings.com**. District 25 participates in this free service and will make every attempt to post the latest emergency closing information as promptly as possible.

You may also use our voice mail system (847-506-6999; choose option 1 - emergency closing message). Local radio and television announcements should also be made on the following stations:

- WGN Radio 720
- WBBM Radio 780
- CBS Channel 2
- NBC Channel 5
- ABC Channel 7
- WGN Channel 9
- Fox Channel 32
- CLTV News

Parent Responsibility

Parents are asked to make plans for possible school closings including these options:

- No school
- Delayed school start
- Early dismissal

Every superintendent worries about school closing decisions. There is just no way to make the "right" call for everyone. That is why superintendents try to gather information from many sources. That is also why parents are invited to override our decision – if they view the decision is not safe for their child. Since predicting weather and deciding to open or close school is an inexact science, and since we live in the Midwest and can expect bad winter weather, there will likely be decisions that you may not agree with. Please know that

you are encouraged to use your best judgment about your child's school attendance – and please know that every effort will be made to make the best decision at the time with the information available.

How a Closing Decision is Made

The decision to open or close schools due to inclement weather presents special challenges for parents and staff. The decision-making process starts about 4:00 a.m. The superintendent receives information on these items: (1) condition of the roads; (2) the weather conditions – both current and predicted; (3) the bus company assessment of whether they can provide safe transport of students to and from school; and (4) contiguous school district decisions as it impacts families with children in both districts. When possible, the decision is made by 5:30 a.m. The reasons for the early decision include:

- notification of staff who live outside the AHSD area;
- notification for parents who start their commutes to work at an early hour, and
- notification for bus drivers (bus route preparation begins at 6:30 a.m.)

On inclement weather days, both parents and the superintendent have decisions to make. See the following page for the NOAA Web site which may assist you in gathering current information on weather predictions – rated 72% accurate by **www.forecastadvisor.com**. Every effort will be made to keep schools open, to get students to school safely and to provide a safe environment for learning. Parents also decide if the conditions are safe and appropriate for their children to attend school and recognize that conditions may change from the time the decision is made until school start time. If schools are closed there will be no CAP programming at any of the schools.

If Schools Are Open

When it is decided that schools will remain open, parents always have a choice. If the parent or guardian believes it is not safe to send a child to school, the parent is urged to exercise his/her best judgment. The parent/guardian's decision will be respected, and the student will be allowed to make up any work missed without penalty.

Early Dismissal

All working parents are urged to have childcare arrangements in place for emergency school closings. If school is closed in the middle of the day, every attempt will be made to notify the parent. For this reason, it is important

INCLEMENT WEATHER & SCHOOL CLOSING

that the child's school has the current home and work phone numbers. If a parent or guardian cannot be reached, we will attempt to contact the people who are listed on the emergency information file for the student. Parents should discuss this situation with their children so that the children are aware of the arrangements in case of an early dismissal situation.

Late Start

Whenever safely possible, District 25 will consider a "late start" option rather than closing schools. The school district would use a late start if a 2 hour delay could allow roads to be cleared or warmer weather to occur—in the case of a bitter cold. With a late start decision, each school would be delayed 2 hours and end at the regularly-scheduled dismissal time. The bus schedule would be delayed 2 hours, and there would be no morning Kindergarten and Early Childhood classes or morning CAP.

Emergency and Make-Up Days

When school is closed for an emergency, students are required to make up these days. There are five emergency days built into the school calendar. (See p. xi) If schools are closed, the following days will be made up in this order:

April 8, 2024*

June 3, 2024**

February 15, 2024**

June 4, 2024

May 24, 2024

**If an emergency day is needed prior to this date, then this day becomes a student attendance day.*

***If a second/third emergency day is needed prior to these dates indicated, those days become student attendance days.*

ADDITIONAL WEATHER RELATED PRACTICES

It is our practice to have the children go outside as much as possible during recess, even in the winter. The students do not go outside if it is raining or if the wind chill is below zero. Parents are asked to dress children in appropriate outerwear for the weather conditions, so that students may comfortably take advantage of outside recreational play. Please put names on all outdoor clothing, including boots.

National Oceanic and Atmospheric Administration's Weather Service (NOAA) Weather Forecast Office

Please bookmark www.noaa.gov

The National Weather Service Web site provides hourly information on the Service predictions for local weather.

These are the steps:

1. Log on to www.noaa.gov
2. Type in 60005 or your zip code.
3. For an hourly weather graph, click on the link at the bottom right of the page.
4. Examine blue bars (the fuller the bars on graph, the more likely the measurable snowfall) and precipitation in order to determine snowfall prediction.

STUDENT LEARNING

DISTRICT 25 CURRICULUM

The mission of District 25 is to empower an inclusive, diverse community of learners to innovate and thrive as global citizens. The Districts' Strategic Plan 2021-2025 is the framework that guides the decision-making process in the Department of Student Learning. This plan was updated and adopted by the District 25 Board of Education in April 2021.

The District's core curriculum is aligned to the Illinois Learning Standards as they are adopted by the state of Illinois. In all other content areas the standards developed by each content specific professional organization guide the curriculum decisions in the district. The District 25 curriculum emphasizes the development of strong skills, habits and attitudes in Fine Arts, Library Media, Literacy, Math, Physical Education, Science, Social Studies, World Language, and Social Emotional Learning (SEL). Technology is an integral part of all curricular areas.

A world focus is emphasized in all content areas. It is essential that we prepare our students to become contributing members of a new global community and that they continue to gain an understanding of and an appreciation for the various cultures which are a part of the world-wide community.

If you would like to discuss the District 25 curriculum or view any curricular materials, please contact your child's school or the Department of Student Learning (847-758-4890).

Grading, Promotion, and Retention of Students

It shall be the policy of the Board of Education to promote students based upon the successful completion of the curriculum (with appropriate instructional modifications), attendance, performance based on state or local assessments (which shall include teacher evaluation of the students' academic abilities), and standardized, norm-referenced assessments. Students shall not be promoted to the next grade level based upon age or any other social reasons not related to the academic performance of the student.

Students who do not qualify for promotion to the next grade level shall be provided remedial assistance, which may include a summer program of not less than ninety (90) hours, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, or retention in grade.

Decisions relative to retention, promotion, or double promotion shall be made in the best interest of the total

child. While teachers and principals should confer with parents or other custodial adults regarding these matters, the building principal in consultation with his/her staff, and District Office Administration, shall make the final decision. For information on district procedures regarding early entrance to kindergarten or first grade, please visit the district website under Registration.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a district administrator without notifying the teacher. Reasons for changing a student's final grade include: a miscalculation of test scores; a technical error in assigning a particular grade or score; the teacher agrees to allow the student to do additional work that may impact the grade; an inappropriate grading system used to determine the grade; or an inappropriate grade based upon an appropriate grading system.

Assessments in District 25

Promoting achievement and success for all students are part of the mission of District 25. Assessments are used for a variety of purposes. State, local and classroom assessments help evaluate programs, identify students with academic needs, monitor individual academic progress and assist with instructional planning. These assessments are also used as a part of a comprehensive screening program to identify areas for school improvement and to provide direction for professional development. Assessments do take time to administer, but the information is essential in order for staff to individualize instruction and provide specific support to students.

The following are the state and local assessments used in District 25:

Advanced Placement Tests are administered as one part of the process to determine placement in advanced math which begins in fourth grade and advanced language arts which begins in sixth grade.

Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS) is administered to all English Language Learner students. It is a computerized, adaptive test that measures progress toward English language proficiency

Cognitive Abilities Test (CogAT) is a computerized assessment administered as one part of the process to determine placement in advanced math and advanced language arts. The CogAT is administered to third and fifth

STUDENT LEARNING

graders and measures learned reasoning and problem-solving skills.

aimswebPlus Curriculum-Based Measures are short screening assessments that assist with monitoring literacy and math skill development.

FitnessGram is administered as part of the physical education program. The assessment measures student fitness levels.

Fountas & Pinnell Benchmark Assessment System is used to observe student reading behaviors and to note individual students' strengths and areas for growth to inform small group reading instruction.

Illinois Assessment of Readiness (IAR) is a computerized state assessment and accountability measure for Illinois students enrolled in a public school. Students are tested on the Illinois Learning Standards for English Language Arts and Mathematics.

Illinois Science Assessment (ISA) is a computerized state assessment aligned to the Illinois Learning Standards for Science and Next Generation Science Standards (NGSS) for all students enrolled in a public school.

Kindergarten Individual Development Survey (KIDS) is a state-mandated observation tool that assists with understanding the developmental readiness of children entering kindergarten.

NWEA Measures of Academic Progress (MAP) is a computerized assessment of reading and mathematics aligned to the Illinois Learning Standards. It is an adaptive test, which means that test questions adapt to each student's ability level as they navigate the assessment. Results from the assessment assist with instructional planning and monitoring academic growth.

Objecting to Curriculum

District 25 schools have the responsibility to provide an inclusive education that provides students with the knowledge and skills to be successful adults and meaningfully contribute to our society. This starts with a diverse education that stimulates educational curiosity, an understanding of multiple perspectives, and knowledge to make informed decisions. In limited circumstances, Illinois law allows parents/guardians to opt their child out of specific curriculum areas. These areas are noted below, including the grade level(s) at which these areas are addressed in District 25.

- Organ/tissue and blood donation, 105 ILCS 5/27-23.5 (Grade 7)
- Comprehensive Personal Health and Safety Education and Comprehensive Sexual Health Education, 105 ILCS 5/27-9.1a (d) (Grades 5 & 8)
- Recognizing and Avoiding Sexual Abuse, 105 ILCS 5/27-13.2 (Grades EC-8)
- Family Life Instruction, 105 ILCS 110/3 (Grades 5-8)
- Instruction related to Acquired Immune Deficiency Syndrome (AIDS), 105 ILCS 110/3 (Grade 8)
- Instruction on Cardiopulmonary Resuscitation (CPR) and use of Automated External Defibrillators (AEDs), 105 ILCS 110/3 (Grade 6)
- Dissection of Animals, 105 ILCS 112/1 et seq.; 105 ILCS 5/27-14 (No Grades)
- Lockdown drills, 105 ILCS 128/20** (Grades EC-8)

The District will provide notice prior to any of these topics being addressed. Parents/guardians who wish to seek an exemption based on these opt-out areas should contact the building principal to receive a copy of the Curriculum Objection Form. After the form is submitted, parents/guardians will be notified of the determination of exemption based on the allowable opt out areas. A new form must be submitted each year. Parents/guardians of students in the District who have concerns about curriculum, instructional materials, or programming in their assigned school that are not related to the exemptions outlined above should discuss such concerns with their student's teacher.

ADVANCED LEARNERS EDUCATION

The needs of students who are recognized as advanced learners in one or more academic areas are provided challenges in the general education classroom through various methods of differentiation. Classroom teachers receive support from a Student Learning Coach, that is in each of the nine schools.

Advanced Math Program

Beginning in 4th grade, Advanced Math is offered to address the needs of students with strong academic ability in mathematics. Students in advanced math are ready for instruction in the next grade level. This math progression allows students to complete high school Geometry at the middle school.

Advanced Language Arts (grades 6-8)

Advanced Language Arts is offered to address the needs of students with strong academic ability in language arts. Students ready for instruction taught at a faster pace and

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greater depth than that of grade level Language Arts are placed in Advanced Language Arts.

SCHOOL IMPROVEMENT PLAN (SIP) AND INSTITUTE DAYS 2023-2024

The District 25 staff development program is designed to effectuate the District and School Improvement Plan(s) so that student learning objectives meet or exceed goals established by the district and state. District 25 is committed to providing high-quality learning opportunities for all staff members. Research indicates that professional growth and development has a more powerful impact on student achievement than any other factor. SIP (School Improvement Plan Days) and Institute Days are opportunities for all district staff members to attend professional development. On SIP and Institute Days, students are not in attendance but the Park District's CAP program is in operation. The 2023-2024 SIP and Institute Days are listed below.

| | |
|-----------------|---------------|
| August 14, 2023 | Institute Day |
| August 15, 2023 | Institute Day |
| August 16, 2023 | Teaming Day |
| January 8, 2024 | Institute Day |
| April 8, 2024 | SIP Day |
| May 24, 2024 | SIP Day |

MULTILINGUAL LEARNERS

District 25 provides educational support programs for children identified as multilingual. The District 25 Transitional Program of Instruction (TPI) supports the regular education program at all grade levels for children who need to develop social and academic English language skills because English is an additional language in the home. Students are identified as Multilingual Learners upon registration. In accordance with Illinois law, if anyone in the home speaks a language other than English, the student is screened by staff. If the student's score shows a need for English language support, the student will receive appropriate services. Students are assessed annually to measure their progress in English. Those who are proficient according to state and district standards exit the ML program. A Transitional Bilingual Education Program (TBE) is in place at schools where there are twenty or more students that speak the same language. Students are provided with English language support as well as any support or instruction needed in the native language.

Multi-Tiered System of Support (MTSS) is the framework that describes District 25's comprehensive set of academic, behavioral and social supports that rely on data to mobilize and coordinate resources for students. The MTSS process begins with high-quality classroom instruction and universal screening for all students. Students who are not meeting district expectations are provided with interventions at increasing levels of intensity to accelerate their rate of learning or to improve their social/emotional well-being. The classroom teacher or support personnel provide these interventions. A child's progress is closely monitored to assess the level of performance and the learning rate. Educational decisions about the intensity and duration of interventions are based upon an individual student's responses to instruction or intervention. Parents are always informed about the progress their child is making, and they are an integral part of the decision-making process when program changes need to be made in order to better serve the needs of their child.

The following are some of the essential components of MTSS:

- All students receive high-quality, research-based and evidence-based instruction in the general education classroom and most students make substantial progress in this learning environment.
- A universal screening and ongoing progress monitoring provide information about each student's learning rate and level of achievement. A student's progress is reported in terms of individual growth, as well as in comparison with a peer group. This data helps to determine which students may need more frequent monitoring or a specific intervention.
- A differentiated approach to instruction is used to help meet the learning needs of all students.
- Parents of students who are receiving an instructional intervention will be regularly provided with information about their child's progress, as well as information about the instructional strategies and materials that are being used to improve learning. Parents will also be given information about activities they may use at home with their child to support the learning process.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

STUDENT SERVICES

SOCIAL/EDUCATIONAL ASSISTANCE

The academic and emotional needs of most students can be met through the general education program. Some students, however, experience difficulty and require individual attention in some way. Assistance could be a conference between the classroom teacher and the parents/guardians or might involve support and assistance from other staff, including that provided through the problem-solving process, literacy services or other school-based interventions.

In order to address an individual student's difficulty in school, it is sometimes necessary to gather additional information. This may include talking with the parents/guardians, reviewing the student's temporary school record, observing the student in the classroom, or working individually with the child on academic tasks. Gathering this kind of information can lead to early intervention and possible prevention of the need for more substantial assistance.

Parents/guardians are important partners in this process. They will be informed and involved in looking at the information necessary to develop a plan to help the student. We believe it is important to provide assistance to students who need it as quickly as possible.

SPECIAL EDUCATION SERVICES

District 25 provides a full range of special education services for eligible students who are age three through eighth grade in compliance with Individuals with Disabilities Education Act (IDEA). Some services are provided within the District, while others may be provided through the Northwest Suburban Special Education Organization (NSSEO) or through arrangements with other educational entities.

The District also supports the following related and supportive services as required by the Illinois State Board of Education: speech and language services; psychological services; school social work services; physical and occupational therapy; adaptive physical education; health services, vision services, hearing services, assistive technology support and others.

Parents/guardians who believe their child may be eligible for special education services should contact the principal at their child's school or the Assistant Superintendent for Student Services. Parents/guardians who have concerns about their preschool aged child's development should request a screening through the Early Childhood Program (847-398-4211). Special education services for children ages

three through five are provided at the District's Early Childhood Program.

Parents/guardians who have concerns about their infant or toddler under the age of three years old should contact Child and Family Connections at 847-296-0255 to obtain information about services available through Early Intervention. School teams will respond to all parent requests for services and evaluations within 14 school days. The team may determine that an evaluation is appropriate or suggest specific academic or behavioral interventions before evaluating. Parents/guardians are asked to submit requests for evaluations in writing. Classroom teachers and problem solving teams may also refer a student for an evaluation. An evaluation for special education entitlement will not be completed without written consent from the student's parent/guardian.

Parents/guardians of students being evaluated for special education eligibility will be provided with a written copy of the "Explanation of Procedural Safeguards", in their native language. All evaluations will be completed within 60 school days, in accordance with state law. Parents are invited to a meeting to review the evaluation results and are provided with a copy of the evaluation results prior to the meeting. Students may be found eligible for special education under thirteen different eligibility categories. If the student is found eligible for special education, the educational team (including parents/guardians) will develop an Individualized Education Program (IEP).

A copy of this IEP is given to parents/guardians. Parents/guardians must provide written consent for the initial placement and provision of services. The student's IEP will be reviewed and updated annually, and parents will receive progress updates towards student goals at each marking period.

Any parent/guardian may request a copy of the "Explanation of Procedural Safeguards", by contacting the Department of Student Services at the District 25 Central Office or by visiting the District website at www.sd25.org > Departments > Student Services > Special Education. Additional information on special education eligibility, processes, and procedures is available on the Student Services web page.

If parents/guardians have an objection to special education placement or related procedures, they have the right to due process. Parents are also encouraged to contact the school principal, the Student Services coordinator at the building, the Assistant Superintendent of Student Services, or the Superintendent of Schools to discuss their concerns.

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Parents/guardians may also request a mediator from the Illinois State Board of Education before requesting a due process hearing. A request for a hearing should be made in writing to the Superintendent of District 25 and should contain the reasons why the hearing is being requested and all other information pertinent to the request. The request will then be forwarded to the Illinois State Board of Education.

SECTION 504

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 Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (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.

District 25 shall not discriminate against and shall provide a free appropriate public education to all qualified students with a disability regardless of the nature or severity of the student's disability. If you believe your child has a physical or mental impairment that may substantially limit one or more major life activities, please contact your child's principal or, the Assistant Superintendent of Student Services for information regarding identification, evaluation, services, and procedural safeguards. Additional information is available on the Student Services web page:

[www.sd25.org/StudentServices->Special Education then 504](http://www.sd25.org/StudentServices->SpecialEducationthen504).

Any parent who is deaf or does not typically communicate using spoken English and who participates in a Section 504 meeting shall be entitled to the services of an interpreter. For more information regarding services of an interpreter, please contact your building Principal.

HOME/HOSPITAL SERVICES

A student who is absent from school because of a medical condition may be eligible for instruction in the student's home, a hospital, or other setting as determined by the Illinois State Board of Education.

A student is eligible to receive home/hospital services when a licensed physician, physician assistant, or advanced practice registered nurse determines that the student will be, or is anticipated to be, unable to attend school for a period of two or more consecutive weeks or an ongoing intermittent basis due to a medical condition. An "ongoing intermittent basis" means that the student's medical condition is of such a

nature or severity that it is anticipated that the student will be absent from school for periods of at least two days at a time multiple times during the school year totaling at least 10 or more days of absences.

A physician licensed to practice medicine must sign a written request for home/hospital instruction.

Appropriate educational services from qualified staff shall begin as soon as eligibility is established but no later than five school days after the District receives the medical statement. When a student qualifies for home/hospital instruction, the District will provide a maximum of five (5) hours of instruction per week (one clock hour for each day of absence). Instructional time shall be scheduled only on days when school is regularly in session, unless agreed to by all parties. A parent or other adult caregiver must be present in the home when services are provided in the home.

In order for the District to provide home/hospital services, the following forms must be completed and are available on the District website:

1. Request for Home/Hospital Services (to be completed by parent/guardian)
2. Medical Certification for Home/Hospital Services (to be completed by physician)

Requests for homebound or hospital instruction should be directed to the Department of Student Services at (847) 758-4875.

HEALTH SERVICES

HEALTH SERVICES

Each of our schools has a full time Registered Nurse on staff. The nurses are licensed through the Professional Regulation Division of the State of Illinois. Certified School Nurses (CSN) are also available to support students and school teams. If you have any questions about School Health Services, contact the nurse assigned to your child's school. For all things Health Services visit our Health Services webpage: www.sd25.org/HealthServices.

VISION AND HEARING SCREENINGS

School nurses conduct vision and hearing screenings annually as mandated by the Illinois School Code. Hearing screenings are completed annually for early childhood students, students in grades K, 1, 2, 3, students receiving special education services, transfer students, or any student referred by an educational team member. Vision screenings are performed annually for early childhood students, students in grades K, 2, 8, students receiving special education services, transfer students, or those referred by an educational team member. The school nurse will notify you if your child does not pass a screening.

ADMINISTRATION OF MEDICATION

If your child's medical condition requires that medication be administered at school, please discuss the situation with the school nurse and follow these guidelines.

Recommended Guidelines for Medication Administration in Schools – Illinois Department of Human Services and Illinois State Board of Education:

"All medications given in school, **including non-prescription drugs**, shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. Such written documentation must be maintained in the student's individual medication record." (IDHS/ISBE Guidelines Section III-D)

"In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s) or guardian requesting that medication be given during school hours. The request must include the name of the student, the parent(s) or guardian's name and phone number in case of emergency. It is the parent(s) or guardian's responsibility to ensure that the licensed prescriber's order, written request and medication are brought to the school." (IDHS/ISBE Guidelines Section III-E)

If medication forms are required, they may be obtained from the school office or the district website.

- With the exception of prescribed emergency medication, such as epipens or inhalers, students are never to carry or keep their own medications, **including over-the-counter drugs**. If your child needs to carry emergency medication, please contact your school nurse.
- Only adults may transport medication to school. This practice applies to refills as well as to new prescriptions. No medication is to be kept in lockers, lunches, coats, or backpacks.
- All prescription medication must be in a pharmacy container labeled with the student's name, dosage, and directions for administration.
- All over-the-counter (non-prescription) medication shall be brought to school in the manufacturer's original packaging with the ingredients listed and the child's name affixed to the container.
- All medication must be accompanied by a dated, written order from the physician that includes the name of the medication, the dosage, method and time of administration, anticipated results and possible adverse effects.
- In addition to the licensed prescriber's order, a signed, dated, written request shall be obtained from the parent(s) or guardian requesting that medication be given during school hours.
- Any change in dosage or routine of administration must be accompanied by a new, signed order from the physician.
- All medication orders expire at the end of each school year. New orders must be provided at the beginning of each school year.

ACCIDENTS AT SCHOOL

Children should report all accidents occurring at school, on the playground or on the way to or from school to a teacher or to the school office. The District's insurance does not cover student accidents. If your child has an accident at school, you must access your own medical insurance.

Minor first aid treatment is provided at school. If an injury is more serious, the school will notify the parents/guardians.

Occasionally, an injury occurs at school that requires that a child receive immediate medical attention. Each year you will be asked to update an emergency form to be kept on file in the school office. In an emergency, the school will make every effort to contact parents/guardians, but if they cannot be reached, this release permits the administration of emergency treatment.

HEALTH SERVICES

You should notify the school in writing of any information changes that pertain to this emergency form (such as a change in the telephone number where you can be reached during the school day).

ILLNESS AT SCHOOL

If your child becomes ill at school and needs to go home, the school nurse will attempt to notify you or your designated emergency contacts at the numbers listed on the emergency form. Please have a plan in place so that your child can be picked up as soon as possible.

CONTAGIOUS DISEASES

A child who shows signs of illness should not come to school. This is for the sick child's own benefit and for the protection of other children. Some of the symptoms of communicable diseases include an elevated temperature (higher than 100.4 degrees Fahrenheit or higher), purulent discharge from the nose or eyes, uncontrolled bouts of coughing, an unidentified skin rash, vomiting and/or diarrhea. A child displaying any of these symptoms should be kept home from school until the symptoms have gone for 24 hours without fever-reducing medication (e.g. Tylenol, Motrin) or until a physician has examined the child and determined that the child can return to school. The school will notify you if your child displays any of these symptoms at school.

Please notify the school if your child has any contagious disease.

HEAD LICE

If it is confirmed that a child, while at school, has nits and/or head lice, the parents of the child will be notified immediately. The child will *not* be excluded from class following detection, but will be allowed to complete the day. It will be the parent's responsibility to choose the treatment that best meets the needs of the child and the family. Parents/guardians will be required to provide proof of treatment prior to the student returning to school. The District's procedures for management of head lice are available from the nurse's office and through the Department of Student Services.

DISEASE CONTROL

The Centers for Disease Control and Prevention (CDC) identifies hand washing, cough etiquette, and isolation of ill persons as effective disease control measures.

INDIVIDUAL HEALTH PLANS

If your child requires a specific plan in order to manage his/her medical condition, please contact your school's School Nurse. An Individual Health Care Plan is a written document created by the nurse in collaboration with the parent and the physician to address the student's medical needs.

If the medical condition significantly limits one or more of your child's major life activities, your child may be considered for a Section 504 Accommodation Plan.

SUPPORTING STUDENTS WITH LIFE-THREATENING ALLERGIES

(For forms and guides, visit www.sd25.org/HealthServices)

The goal of District 25 is to provide a safe environment for all children, including those with life-threatening allergies.

Arlington Heights School District 25 cautions that it is necessary for staff, students, and parents to understand that an allergen-free environment is impossible to achieve, and to expect it is to harbor a false sense of security.

Although the risk to students with these allergies in the schools cannot be completely eliminated, it can be greatly reduced. Protecting students with life-threatening allergies is the shared responsibility of families, schools, and the community.

The purpose of the District's Resource Guide for Allergies (available on the website) is to reduce unintended allergic reactions by providing education on allergen avoidance strategies, establishing emergency response procedures, and outlining the responsibilities for the student, families, and the school system.

Parents must complete the AHSD25 Annual Forms and present them to the school nurse. These forms include a request for school meal modification due to food allergies. These forms can be found www.sd25.org/HealthServices.

SUNSCREEN GUIDELINES

If you know your child is sensitive to the sun or will be exposed to the sun for extended periods of time on a field trip, etc., please take the precautions you normally would if your child was at home with you. The child may apply sunscreen at school as long as the process is not disruptive to class activities or you may prefer your child wear clothing that protects them from the sun. Please know that school personnel will not be allowed to apply sunscreen to your children nor remind them to do so.

TRANSPORTATION

BUS TRANSPORTATION

(For forms/info visit <https://www.sd25.org/Transportation>)

In accordance with the Illinois School Code (105 ILCS 5/29), District 25 provides free transportation for students residing at a distance of one and one-half miles or more from their assigned school or residing within one and one-half miles from their assigned school in an Illinois Department of Transportation (IDOT) approved Serious Safety Hazard area. Based on these guidelines, not all schools have bus service and some schools have only limited areas where service is available. To ensure the safety of District 25 students, efforts have been made by the Principals, Transportation Department, and parents/guardians to identify hazardous areas within 1.5 miles of the various schools. If a parent/guardian feels that an area needs to be surveyed as a possible hazardous area, he or she should contact the school Principal.

Students who are not entitled to free bus service may apply to ride the bus if there is an existing bus route with space available to accommodate them. Many routes have limited or NO availability for paid riders. Please make other arrangements now for your child's transportation to/from school while waiting for decisions to be made regarding paid transportation. The cost for bus service is \$135.00 per semester for one-way transportation and \$270.00 per semester for round-trip transportation.

In addition to regular bus routes, South and Thomas Middle Schools have afternoon activity bus routes that provide transportation for students who typically take the bus and are participating in after-school activities. These routes are different from the regular a.m. and p.m. routes and have limited stops.

All bus riders must register each year based on the established deadlines. Bus routes are developed based on registrations received by the deadline and are subject to change annually. Bus passes and route information will be mailed to the student's home prior to the start of school for those who submitted registrations by the deadline.

STUDENT CONDUCT ON SCHOOL BUSES

Virtually all students ride a school bus sometime during the school year. Students are expected to act in a courteous manner at all times.

All students must follow the District's School Bus Safety Guidelines. Students may be suspended from riding the school bus for up to 10 consecutive days for engaging in

disobedience or misconduct including, but not limited to, the following:

1. Prohibited student conduct as defined by the Board [Policy 7:190 – Student Discipline](#).
2. Willful injury or threat of injury to bus driver or another bus rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver, other supervisor or School Administrator.
6. Such other behavior as the Superintendent deems to threaten the safe operation of the bus or its riders.

District 25 feels strongly that bus safety is a high priority. Students have the right to ride the bus in a safe environment. NO STUDENT may interfere with this right.

BUS DISCIPLINE

| Disciplinary Actions (subject to severity of offense) | |
|---|--|
| 1st Offense Discipline may include any of the following: | |
| Warning | Notification to a student that a specific behavior is unacceptable and may result in stronger action if the behavior is not corrected. Verbal or written notices may be issued for unacceptable behavior when using school transportation. |
| Alternative Consequence | A student who violates a school rule or policy may be given other consequences as deemed appropriate by school staff such as withholding privileges, assigned tasks, or removal from the setting. |
| Assigned Seating | Bus driver and/or school administrator has the authority to assign seats on the bus. |
| 2nd and 3rd Offense Discipline may include any of the following: | |
| Detention | A student who violates a school rule or policy may be required to spend a specific period of time with a staff member during the school day or after school. Parents will be informed about any detention issued to their child. |
| Lunch Detention | A student may have a lunch detention or an assigned lunch seat if they violate a rule or policy of the school. This may be a specific number of days. |
| Student Conference | A conference involves the student, teacher, and administrator for the purpose of discussing and solving behavioral problems. |
| Parent Conference | A conference that may include the parent(s)/guardian(s), teacher(s), and administrator for the purpose of discussing and solving behavioral problems. |

TRANSPORTATION

| | |
|---|---|
| Personal Counseling | A referral to a social worker or psychologist will be made when it is felt that it might help a student solve a behavioral problem. |
| 4th Offense (or egregious offense) Discipline may include any of the following: | |
| Bus Suspension | School administration may suspend bus-riding privileges. |
| Notification of Authorities | Whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, weapons, or is a threat to the general safety of others. |

reimbursement. Please contact the District's Transportation Department for more information at (847) 758-4888.

DRIVER SAFETY

District 25 contracts with independent providers for bus and taxi cab transportation. Transportation providers are required to conduct background checks and provide training for all drivers.

FOR BUS EMERGENCY CONCERNS, please call Cook County Bus Company at 847-439-0923 OR the AHSD 25 Transportation Specialist during the school work day, 847-758-4888.

USE OF AUDIO/VIDEO CAMERAS ON SCHOOL BUSES/TAXI

Audio/video cameras may be used on school buses and taxis as necessary in order to monitor conduct and to promote and maintain a safe environment for students and employees.

Students are prohibited from tampering with the audio/video cameras. Students who violate this policy shall be disciplined in accordance with the District's discipline policy and shall reimburse the District for any necessary repairs or replacements.

Only those people with a legitimate educational or administrative purpose may view the video recordings. If the content of the recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

BUS SAFETY GUIDELINES

School bus travel is generally a very safe way to travel and District 25 buses have an excellent safety record. Each school provides bus evacuation drills in the fall and spring for all students.

Bus safety guidelines are mailed home with bus passes prior to the start of school, and can also be found at

www.sd25.org/business/transportation.php.

STUDENT SERVICES TRANSPORTATION

Students with disabilities may receive specialized transportation if they are eligible through their Individualized Education Plan (IEP) or 504 Plan. The District uses taxi cabs for the majority of this type of transport. Specific details of the student's transportation plan will be discussed directly with the parent at the IEP or 504 meeting. Parents who elect to transport their eligible child may be entitled to

SCHOOL MEAL PROGRAM

Introduction

Arlington Heights District 25 is proud to offer a voluntary meal program for students in 1st-8th grade. The Food & Nutrition Services Department's mission is to nurture children through access to nutritious and balanced meals. These meals foster proper growth and development to prepare students for success. The majority of our food service team is made up of local community members who work hard to serve our students and are dedicated to their health and wellness.

Under USDA federally funded programs, we provide students with access to a variety of appealing foods. We partner with manufacturers both large and small to provide us with products that best fit our program needs. Many of our vendor partners are local, including our dairy and bread suppliers. For more information about our meal programs, please visit our website or contact our office at 847-758-4883.

Our Menu

The menus are available in a printable format on our department website. Menu and nutritional information for each item will be accessible through our [department web page](#) as well as through our [menu app](#).

We offer both hot and cold entrée choices daily and all menu items are served in age-appropriate portions. In addition to the entrees, we offer a variety of fruits and vegetables daily. We purchase our fresh produce locally when available and in season. Our meals meet all the nutritional guidelines as set forth by the USDA. We offer fat free flavored and low-fat milk daily. Although milk is part of the school meal, it is also available for students that would like to purchase milk only.

Managing Student Meal Accounts

Meal Prices for the 2023-2024 School Year:

| | Elementary | Middle |
|------------|------------|--------|
| Lunch | \$ 3.25 | \$3.75 |
| Milk Only | \$ 0.50 | \$0.50 |
| Breakfast* | \$ 1.75 | \$1.75 |

*Breakfast is only available at select schools

Payment for school meals can be made online at MyMealTime.com with a credit card (4.9% convenience fee). Cash or a check made payable to AHSD25 can be brought to school. On MealTime Pay Online, parents can make deposits and monitor their student's MealTime accounts safely and

securely. All parents have the ability to view their student's accounts. Advantages to paying online at www.MyMealTime.com include:

- Deposits automatically post to your students account within minutes
- View balances, deposits, and purchase history online

Student Meal & Snack Payments

Each student has a designated MealTime account where the cost of meals and snacks are debited from their account. At the elementary schools, the students will have a barcode card. At the middle schools, each student has their student ID they enter at the point of purchase.

In addition to offering meals, smart snack options will be available at the middle schools. All options will meet smart snack requirements as set forth by the USDA. Snacks can be purchased with cash or charged to the student account if a balance is available. Parents are encouraged to monitor their children's purchases online at www.MyMealTime.com.

Low balance notification: When setting up your children's MealTime account, make sure to register for low balance notifications. Account balances will not be sent from the Food & Nutrition Services Department.

Negative balance notification: Parents will be notified when their student's account is in a negative balance by email. Parents are asked to deposit money into their student's account when they receive this notification. Students with a negative balance will not be allowed to purchase smart snacks from their MealTime account. For students that have a negative balance greater than \$50, letters will be mailed home to notify families. If a family is unable to pay their meal balance due to a financial hardship, please contact the Food & Nutrition Services Department at 847-758-4883.

End of year balance procedure: MealTime balances will remain in returning students' accounts over the summer to be used the following year. Eighth grade students may transfer their remaining funds to a younger sibling (current or incoming student), request a check reimbursement by completing the form on the website, or donate their remaining balance to the Bernice Gliege Angel Fund (page 3). Reimbursement checks will be cut only for amounts exceeding \$10. If we do not receive a check/transfer request by the date notified, remaining balances will be applied to the Bernice Gliege Angel Fund (page 3) that supports students in need.

SCHOOL MEAL PROGRAM

Free or Reduced Meal Eligibility

Students may receive meals at a free or reduced cost by either being directly certified (SNAP, TANF, income-eligible Medicaid, Foster) or by completing an income-based household eligibility application for this school year. If you feel you may qualify for free or reduced priced meals, household eligibility applications are available online starting the first week of August. Please complete an online application at www.MyMealTime.com for a secure and private method to submit your application. Applications received online will be reviewed and processed by the Food & Nutrition Services Administration Office. A printable version of the Household Eligibility Application will be available on our website or be mailed to your home (by request) at the beginning of August if you are unable to complete the form online.

Food Allergies

If your child has a life-threatening food allergy, you may request meal modifications by using the [Annual Modified Meal Form available on our website](#). This form must be completed and signed by your child's prescribing medical authority. Please turn in the completed form into your school nurse and you will be contacted by our Registered Dietitian (RD)/ Director of Food & Nutrition Services to discuss possible menu modifications. Please note, that Arlington Heights District 25 Food & Nutrition Department does not serve any foods in our student meal programs that contain peanuts or tree nuts in the ingredient label. For information about accommodating students with severe food allergies, please email svoss@sd25.org or call 847-758-4904.

SAFE AND SECURE SCHOOLS

SAFE AND SECURE SCHOOLS

In District 25, we strive to provide an educational environment that is caring, orderly and safe. We are proud of each of our schools. The facilities meet the requirements of the Americans with Disabilities Act (ADA) and are accessible for students, parents, and the community. **Individuals with disabilities should notify the Building Principal if they have a disability that will require special assistance or services.**

Please give the building principal advance notice of 24 hours. If school activities are not scheduled, the buildings are available for use by community members. Such requests should be made through the Facilities Department at (847) 758-4900.

BUILDING ACCESS

All staff wear identification badges that allow them to be identified by students and to have access to the buildings. In each of the buildings, all doors are locked. Only those individuals with approved identification tags have access. All visitors and volunteers in a District 25 school must enter through the main entrance and register in the school office with a valid, government issued photo identification card. Each school requires visitors to wear badges while visiting the school; badges are available in each school office.

VISITORS

All visitors and volunteers in a District 25 school must enter through the main entrance and register in the school office with a valid, government issued photo identification card. Each school requires visitors to wear badges while visiting the school; badges are available in each school office.

District 25 uses a visitor management system to protect students, faculty, and visitors at school campuses. The visitor management system enhances school security by requiring visitor identification, comparing information with both a national sex offender database and a locally created database, alerting personnel and administrators if a match is found, and printing a photo visitor ID badge when no match is found.

EMERGENCIES

During school hours when students are present, there is emergency nursing care available for students. Furthermore, each building has teams of individuals who are trained in the use of emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automatic electronic defibrillators (AEDs). All of the district buildings are equipped with the appropriate AEDs in a clearly marked location.

The district has formed relationships with the Village of Arlington Heights emergency rescue squads and Northwest Community Hospital. Each building has an officer assigned from the Village and is our local police department liaison. Emergency personnel have maps of our buildings on file and participate annually in "Hard Lock Down" drills to help students establish a quick response to any intruder in the building.

In addition, each building participates in several drills throughout the year to help students respond to various potential emergencies—weather, fire, or medical. In the unlikely event that an emergency situation occurs at school, we want the students and staff to know what they should do. In case of a personal emergency, the district has social workers and a very caring staff who can respond to a crisis, if necessary.

Classrooms are equipped with telephones, if emergency calls are necessary. Playgrounds are equipped with walkie-talkies. Schools are promptly informed of disaster warnings through an emergency radio system in each of the buildings and in the central office. If there is an emergency, parents will be notified via our automated phone system. In case of emergency, students may only be released to parents or the parents' designee.

SCHOOL SAFETY AND SECURITY

In an effort to ensure the safety and security of all individuals using District 25 facilities, all District 25 employees, students and visitors are required to follow all the established building security procedures as outlined in the "Arlington Heights Standardized School Crisis Plan". In the event that any individual is involved in an illegal activity on school property, the district may choose to prosecute that individual up to the fullest extent provided by law. Video cameras have been installed to provide additional security for students and staff at schools.

USE OF PESTICIDES AND HERBICIDES ON DISTRICT PROPERTY

From time to time it may be necessary for the district to use pesticides either in its buildings or on its property. Recognizing that some children and adults are sensitive to pesticides or herbicides, District 25 will notify parents/guardians and staff members at least two days prior to the application of pesticides in their child's school (or a district employee's workplace). District 25 strives to minimize the use of pesticides and herbicides by routinely reviewing the use of any products within our facilities on a regular basis.

SAFE AND SECURE SCHOOLS

Any questions regarding the use of pesticides and herbicides can be directed to the Director of Facilities Management. Detailed application information can be found on the District website Facilities page under Pesticide Notifications.

PROCEDURES FOR EMERGENCIES DURING THE SCHOOL DAY

If there is any type of emergency during the school day, the safety of the students is our highest priority. Our staff has been trained in how to handle emergency situations.

In the event of an emergency, if children are to be dismissed from school early, every effort will be made to contact the student's parent, guardian, or designated emergency contact person.

In the event of a school-wide emergency, parents are asked to be on standby and await instructions from the school regarding when and where to pick up children. In the event of a family emergency, and you wish to take your child home, you may come to the school office to pick up your child. You may also ask one of the emergency contacts listed on the emergency form to pick up your child. The school will allow a child to leave with one of the people listed on the form; please let the people you select know that they may be asked for identification if they pick up your child.

Remember to let the school know if you ever wish to change your emergency contacts.

Should you ever take your child out of school during the school day, please be sure to let the office staff know that you are taking your child. The school must know where all children are at all times.

TRAVELING TO AND FROM SCHOOL BY CAR

The safety of students arriving at and leaving school by car is of great concern to the District. Each school has developed a traffic plan, which identifies student drop-off and pick-up zones, areas where traffic may move in one direction only and areas where stopping and parking are prohibited. We ask that all parents follow the specific guidelines at each school.

The District works with the Arlington Heights Police Department to help identify unsafe driving behavior around the school. If you observe unsafe driving behavior, police reporting and referral forms are available in the school office.

NO GUNS ON SCHOOL PROPERTY

Based on Illinois Law Public Act 98-0063, the Firearm Concealed Carry Act, you are advised not to bring guns on school property.

NO CELL PHONE USE OR TEXTING WHILE DRIVING WHILE DRIVING IN SCHOOL ZONES

Please practice safety and respect for this law when driving in school zones. It's the LAW! See Public Act 098-0506 and 625 ILCS 5/12-610.2 Electronic Communication Devices.

COMMUNITY AWARENESS OF POTENTIAL SEX OFFENDERS

Arlington Heights School District 25 has Board of Education policies and procedures in place to prevent sex offenders from working in schools. All persons recommended for employment must undergo a criminal background check and fingerprinting prior to being allowed to work in our school district. In addition, the school district is now required by law to inform parents about the availability of information concerning sex offenders at the start of each school year.

Parents can access information at the Statewide Sex

Offender Database (a/k/a Sex Offender Registry),

<https://isp.illinois.gov/Sor/Disclaimer>. Persons required to register as Sex Offenders are persons who have been charged of an offense listed in Illinois Compiled Statutes 730 ILCS 150/2(B) when such charge results in one of the following:

- A conviction for the commission of the offense or attempt to commit the offense,
- A finding of not guilty by reason of insanity of committing the offense or attempting to commit the offense, or
- A finding not resulting in an acquittal at a hearing for the alleged commission or attempted commission of the offense.

The Sex Offender Registry was created in response to the Illinois Legislature's determination to facilitate access to publicly available information about sex offenders. All requests for additional information about sex offenders and the Sex Offender Database should be addressed with local law enforcement officials.

SEXUAL ABUSE EDUCATION

Public Act 096-1524, known as Erin's Law, and Public Act 102-0676, known as Faith's Law, amends the school code to

SAFE AND SECURE SCHOOLS

address the prevention of child sexual abuse and training of staff on grooming behaviors and inappropriate contact between students and adults. The law also makes it clear that school staff are mandated reporters and must report suspected grooming to DCFS under the *Abused and Neglected Child Reporting Act*.

In partnership with parents and families, the District is committed to raising awareness and providing resources to further community prevention efforts. Parents are encouraged to review the warning signs of possible child abuse, grooming behaviors, and boundary violations:

- Unexplained injuries and changes in behavior,
- Returning to earlier behavior (regressing to behaviors more appropriate for younger children),
- Fear of going to certain previously welcome locations (neighbors, relatives, friends, etc.),
- Changes in eating habits and/or sleeping patterns,
- Changes in school performance and/or attendance,
- Risk-taking behavior,
- Inappropriate sexual behavior,
- Mood swings, and/or
- Lack of personal care or hygiene.

Visit <https://www.sd25.org/Page/663> for additional parent resources.

Other local and national resources committed to child safety, abuse prevention, and intervention include:

- Northwest CASA (Center Against Sexual Assault) – 24-Hour Hotline 888-802-8890
- The Bridge Youth and Family Services – Crisis Line 847-359-7490
- AMITA Health Center for Mental Health – Crisis Prevention 847-952-7460
- National Child Sexual Abuse Help Line – 866-FOR-LIGHT (866-367-5444)
- www.preventchildabuse.org
- www.childluresprevention.com

District 25 social workers, in collaboration with the Northwest Center Against Sexual Abuse (NWCASA) present information regarding personal body safety during the academic school year.

Parents have the right to opt out of Erin's Law instruction. An opt-out form must be completed every year. Forms are available on the [District website](#).

SUICIDE AND DEPRESSION AWARENESS

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important. District 25 addresses suicide and depression awareness in conjunction with Board of Education [Policy 7:290 Suicide and Depression Awareness and Prevention](#) to provide 6th, 7th and 8th grade students, parents/guardians and employees with practices and procedures for early identification and referral of students possibly at risk of suicide.

The following are local and national resources committed to supporting child safety:

National Suicide Prevention Lifeline: Dial 988 or 1.800.273.8255 (<https://988lifeline.org>)

Crisis Text Line: Text HOME to 741741

Safe2Help Illinois HelpLine: Dial 844.472.3345 or Text 23443 (<https://www.safe2helpil.com>)

SECURLY AWARE

For Chromebook users in grades 3-8 the Securly Aware service aims to alert the District if a student might be engaging in activity on a school-issued Chromebook that indicates the student may be looking up or communicating about self-harm, harming others, or is involved in cyber-bullying. In the event Securly Aware detects this type of content, it will send a notice to your student's school Administrator. Upon receiving the information, the Administrator will attempt to contact relevant staff and family for those incidents that need to be addressed immediately.

Please note, however, that while Securly Aware is a useful tool to assist in attempting to keep our students safe and alerting us of possible issues, **it is not foolproof for determining when a student might take harmful action.** Thus, parents must not rely solely on Securly Aware to detect Internet searches that might be related to self-harm, harming others, or cyber-bullying. We encourage parents to talk with their children about the benefits of the Internet as well as the dangers and to take an active role in monitoring Internet usage and their student's social and emotional wellbeing.

NON-DISCRIMINATION

NON-DISCRIMINATION COMMITMENT

The District is committed to a policy of nondiscrimination and equal opportunity in its educational programs and activities and employment. The District complies with all laws and applicable regulations that prohibit discrimination, harassment, and retaliation by and in the District. This commitment can be reviewed on the District website by visiting our nondiscrimination commitment page:

<https://www.sd25.org/Page/1588>.

EQUAL EDUCATIONAL OPPORTUNITY

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure, as described in Board Policy 2:260.

Grievance Procedure

Conflict Resolution

The Board of Education believes that the best way to resolve conflicts is to meet at the original source of the problem. For example, if there is an issue with a teacher, the concern should be resolved with the teacher.

If no resolution is found, the parent should contact the building principal. Positive communication skills of listening, open communication, due process procedures and efforts to resolve conflicts at the first stage are expected. When efforts to resolve problems after following the chain of communication have been exhausted, the complaint may be brought to one of the Complaint Managers listed in this section.

Uniform Grievance Procedure & Filing a Complaint

The Complaint Manager will investigate and attempt to resolve complaints without resorting to the grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed shall not be impaired by the person's pursuit of other remedies.

A person (hereinafter Complainant) who wishes to avail themselves of this grievance procedure may do so by filing a

complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager, and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed. After the decision regarding the complaint, the Complainant will receive the decision via U.S. Mail. Complainants may appeal the decision. For more information, consult School Board policy 2:260.

NON-DISCRIMINATION & TITLE IX COORDINATORS AND COMPLAINT MANAGERS

| | |
|--------------------------|--------------------------|
| Dr. Brian Kaye | Diane Kaffka |
| 1200 S. Dunton | 1200 S. Dunton |
| Arlington Hts., IL 60005 | Arlington Hts., IL 60005 |
| 847-758-4900 | 847-758-4900 |

PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT

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

Please refer to School Board policies 7:130 (Student Rights and Responsibilities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), and 7:185 (Teen Dating Violence). These policies may be reviewed in the main office of the school or on the District 25 website at:

<https://www.sd25.org/Page/93>. Students who believe they are victims of sexual harassment or have witnessed sexual harassment, should immediately seek support and direction from a trusted adult.

Bullying Is Defined As unwanted, aggressive behavior that involves real or perceived power imbalance. The behavior is repeated or has the potential to be repeated, over time."

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

NON-DISCRIMINATION

with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

Bullying includes cyber-bullying 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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member.

Anonymous reports are also accepted. Anonymous reports may be submitted electronically. For a link to the reporting form, please go to www.sd25.org/SocialEmotional.

The District Complaint Manager may be reached at (847)-758-4875 through the Department of Student Services. Upon receipt of a bullying report, the District shall promptly investigate the complaint. A student found to have committed an act of bullying shall be disciplined consistent with Board Policy 7:180, Board Policy 7:190, and any other applicable Board Policies or administrative procedures. Students will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. A student who knowingly makes a false accusation or knowingly provides false information shall be disciplined consistent with Board Policy 7:180, Board Policy 7:190, and any other applicable Board Policies or administrative procedures.

SAFETY FROM SEXUAL HARASSMENT

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, or engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, harassment, or any discrimination are encouraged to discuss the matter with the

NON-DISCRIMINATION

Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager.

A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that a student was a victim of any prohibited conduct shall be referred to the Principal and Assistant Principal for appropriate action. Bullying or other harassment concerns can also be reported anonymously through the District's website at www.sd25.org.

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

STUDENT RECORDS

STUDENT RECORDS

Introduction

Federal and state laws designate the types of student records that a school must maintain (permanent and temporary) and the information that must be included. Legislation also governs the use of the information kept in student records, maintenance of records, release of information, destruction of records, notification of parents/guardians, parent and student rights, as well as the procedures for examining and challenging the contents of student records.

All records are maintained in such a way as to protect confidentiality and are reviewed at least every four years or when a student changes schools.

The temporary records of students who graduate from eighth grade in District 25 are automatically forwarded to the high school in Township High School District 214 that the student will attend. This includes special education records. If a student transfers to a school other than one in District 214 or NSSEO (Northwest Suburban Special Education Organization), the district sends records upon request of the parents/guardians or school. Parents/guardians have the right to inspect, copy, and/or challenge records prior to their release.

If a child transfers into another district when the parents/guardians have not requested that records be sent and the new public school requests a copy of the student's records, the parents/guardians will be notified of the request, prior to release of the records.

The information contained in school student records shall be kept current, accurate, clear, relevant and confidential. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The district may release directory information as permitted by law; parent(s)/guardian(s) shall have the right to object to the release of information regarding their child.

The Assistant Superintendent for Student Services shall be responsible for the maintenance, retention, or destruction of a student's permanent or temporary records in accordance with the district's procedure established by the Superintendent or the Superintendent's designee. Student records shall be reviewed at least every four years or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

State and federal laws grant students and parent(s)/guardian(s) certain rights, including the right to

inspect, copy, and challenge their or their child's school records.

ACCESS TO STUDENT RECORDS

The district shall grant access to student records as follows:

The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records. A student less than 18 years old may inspect or copy information in his or her permanent school record. Such requests shall be made in writing and directed to the records custodian or designee (building principal). Access to the records shall be granted within ten business days of the district's receipt of such a request.

Where the parent(s)/guardian(s) are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The district shall send copies of the following to both parent(s)/guardian(s) at either one's request, unless a court order indicates otherwise:

- a. academic progress reports or records
- b. health reports
- c. notices of parent-teacher conferences
- d. school calendars distributed to parent(s)/guardian(s)
- e. notices about open houses, graduations, and other major school events including pupil-parent(s)/guardian(s) interaction

All student records may be examined by the child's parent or guardian. To request access to your child's records, please submit a written request to the building principal. Parents of students who are enrolled in an NSSEO program or a private special education placement should contact the Assistant Superintendent for Student Services at 847-758-4875.

The district may charge \$.10 per page for copying information in the student's records. No parent(s)/guardian(s) or student shall be precluded from copying information because of financial hardship.

We are responsible for maintaining student records, permanent files for 60 years and temporary files for 5 years after a student has graduated, transferred or withdrawn from Arlington Heights School District 25. Records are destroyed after proper notification of planned destruction.

Questions concerning student records should be directed to the principal of the school your child attends or to the Assistant Superintendent for Student Services at 847-758-4875.

STUDENT RECORDS

RELEASE OF STUDENT RECORDS

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

1. The district may grant access to, or release information from, student records to employees or officials of the district or the Illinois State Board of Education, provided a current, demonstrable, educational or administrative need is shown, without parental/guardian consent or notification.
2. The district may grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released. The person to whom the information is released must sign an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
3. The district shall grant access to or release information from a student's records pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice upon receipt of such order of its terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.
4. The district shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) that specifies to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy shall be given to the parent(s)/guardian(s).
5. The district may release student records or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other person.
6. A record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records.
7. Please see [105 ILCS 10/6](#) for a complete list of allowable student records disclosures.

STUDENT RECORD CHALLENGES

The parent(s)/guardian(s) may challenge the accuracy, relevancy, or propriety of the records, except for (1) grades and (2) references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school. The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute. If this arrangement is unsatisfactory, parents have the right to request a hearing regarding the disputed information.

DIRECTORY INFORMATION

The district may release certain directory information regarding students. Parent(s)/guardian(s) who wish to prohibit such a release must notify the building principal in writing within 30 days of enrollment. Directory information may include: student's name and address, gender, grade level, birth date, names of parent(s)/guardian(s), academic awards and honors, and information in relation to school-sponsored activities, organizations, and athletics. Phone numbers and email addresses may be included in the directory unless permission is denied.

SOCIAL MEDIA, STUDENT PUBLICITY, & MEDIA RELEASE

DISTRICT 25 PROMOTIONAL RIGHTS AND PHILOSOPHY

At all times, District 25 shall strive to ensure that all student names, photographs, videos, interviews, and student work are used appropriately and only by responsible parties.

District 25 students may, on occasion, be photographed, video recorded, and/or interviewed by District 25 staff members, other students, District 25 parents/guardians, or outside media/organizations. The names, work, photographs, videos, and/or interviews of students may be used in various publications, including, but not limited to, school yearbooks, school newspapers and newsletters, District 25 publications including the District 25 website and all District 25 associated social media platforms (including classroom/teacher social media accounts), teacher websites, teacher communication tools including but not limited to Seesaw, presentations at professional conferences and Board of Education meetings, district video productions, and outside publications and productions, including newspapers, magazines, television, and outside social media platforms.

Out-of-District Promotions

District 25 closely monitors and limits access to school buildings and grounds by outside reporters and photographers, and other out-of-district news media or organizations. Under appropriate circumstances, as determined by a building administrator or the Head of Communications and Storytelling, media or organizational representatives may interview, photograph, and/or video record students. In order for District 25 to grant permission to outside individuals to photograph, video record, interview a student and/or to use a student's work, one of the student's parents or guardians must have agreed to and signed, electronically, the online *Handbook Agreement* during the registration process. Please be advised that District 25 does not control the news media or other entities/organizations that may publish photographs, video recordings or interviews of a student or students in school buildings or on school grounds. Parents/guardians must understand, however, that some newspapers and magazines may include information from their publications on their own web sites. Also, please be advised that outside organizations may share (including but not limited to a retweet via Twitter or Share on Facebook), reply to, or comment on a publication via a District 25 social media account.

PARENTAL PERMISSION AND PARENTAL REFUSAL OF CONSENT

Parents/guardians may elect to prohibit use of their child's name, work, photograph, video recorded image, schoolwork, or interview in outside publications and productions. In order to do so, parents/guardians must submit a written request (via email or a hard copy letter) to the building's administration at any time during the school year stating a desire to prohibit the use of their child in any of the ways listed in the District 25's Promotional Rights and Philosophy section above.

If a parent/guardian elects to prohibit use of a child's name, work, photograph, video recorded image, and/or interview, District 25 will not use the child's name, work, photograph, video recorded image, or words in any of the ways listed in the District 25's Promotional Rights and Philosophy section above. This will include using the child's name, photograph or video in any student recognition District 25 may choose to publicize in district newsletters or other publications and media, at Board of Education meetings, in video productions, including, but not limited to the District website and on any District 25 associated social media platforms.

Further, District 25 will not grant permission to any individual or organization to use the child's work, photograph, video recorded image, or words in any publication or production, nor will District 25 release the child's name, except as provided by law. Please be advised that Board of Education meetings may be covered by the press. It is up to the parent to monitor their child if they are being recognized at a Board of Education meeting.

Student names and examples of ungraded student work may be displayed inside the child's school or at the District Office without parental permission.

SOCIAL MEDIA GUIDELINES

Arlington Heights School District 25's social media pages, including Facebook and Twitter, highlight District and school achievements, events, and activities, and other information. They are intended to provide information to build relationships with District 25 families and the Arlington Heights Community, but they are not intended as public forums.

Therefore, District 25 expects comments posted on the District's social media pages to be relevant, respectful, factual, and constructive.

SOCIAL MEDIA, STUDENT PUBLICITY, & MEDIA RELEASE

Any personal attacks or insults that name or allude to a specific person or a specific group of people will be deleted, as will posts that violate the privacy of others or Facebook's Statement of Rights and Responsibilities.

Examples include, but are not limited to, posts or comments that bully, intimidate or harass; content that is hateful, threatening, pornographic, or contains violence or depictions of drugs; comments or posts that single out or point to a particular group of people or any post that is unlawful, misleading, malicious, or discriminatory. Business and political advertisements will be taken down as well.

Individuals who do not follow these guidelines will have their posts removed and could be blocked.

If you have concerns or questions about a specific situation, we ask that you please call your school and voice your opinion.

If you have any further questions about the social media experience, please email the District's Head of Communications and Storytelling, Adam Harris: aharris@sd25.org.

ANNUAL NOTICE TO PARENTS, POLICY 7:15 STUDENT AND FAMILY PRIVACY RIGHTS

Before a School Official administers or distributes a survey created by a third party to a student, the students parents/guardians will be notified and may inspect the survey, upon their request and within a reasonable time of their request.

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

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

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

the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

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

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

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

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians

SOCIAL MEDIA, STUDENT PUBLICITY, & MEDIA RELEASE

- Other activities that are for the use and benefit of the school district

Student Accounts and Data Privacy Agreements (DPA)

Arlington Heights School District 25 is committed to protecting student privacy. There are numerous federal and state laws that govern student records and student privacy including the federal law commonly referred to as COPPA (Children's Online Privacy Protection Act), FERPA (Family Educational Rights and Privacy Act), ISSRA (Illinois School Student Records Act), and SOPPA (Student Online Privacy and Protection Act). In support of these rules and regulations, AHSD25 establishes procedures and protocols to protect student information and provide a safe learning environment.

Student online accounts are created using the minimal amount of personally identifiable information (PII) required in order to support the educational goals and methods of collaborating to support students. We only disclose the amount of PII that is required by the app, site, or educational software to help us with understanding how students are learning and growing. We do not collect or share any social security numbers, financial, or other PII with anyone. We also make sure that the apps, sites, or other educational software we use perform industry standard encryption to keep the data elements we collect safe, and we vet our operators and vendors with a data privacy agreement to make sure we protect our PII data that is collected. If our vendors/operators share with us that they have experienced any data breaches, then we will contact the families about it to communicate the breach. We make sure that we have direct and complete access to student work so that both students and families can access their information, as well as the district having appropriate access for data retrieval for potential discipline cases.

District 25 also leverages the Student Data Privacy Consortium (SDPC), which is an unique collaborative of schools, districts, regional, territories and state agencies, policy makers, trade organizations and marketplace providers addressing real-world, adaptable, and implementable solutions to growing data privacy concerns. Through the SDPC we enter into contracts with 3rd party vendors who handle our student's data.

The district also utilizes a third-party platform, LearnPlatform, that provides us with insights to help us evaluate whether apps, websites, or software platforms are effective and information on how these relate to student

privacy. LearnPlatform contains the data privacy agreements for those platforms required as outlined by SOPPA in addition to the status of other software and applications that are in use to support the educational goals and activities of the district. Our Public Product Library is accessible in the Families section of the website.

STUDENT RESPONSIBILITIES

PERSONAL SAFETY

Please discuss issues involving personal safety with your child. Remind your child that he or she should not accept rides or gifts from strangers and should refuse to accept literature from anyone but parents or school personnel. Remind your child that police officers are happy to help at any time.

Do not allow your child to bring to school any articles that are a hazard to safety or that interfere with school procedures. Some inappropriate articles include knives, guns, hard balls, bean shooters, firecrackers, and, of course, any tobacco products, alcohol, or drugs of any kind. Skateboards may not be used on school property. (See "[Administration of Medication](#)" for information about what to do if your child needs to bring medication to school.)

WALKING TO AND FROM SCHOOL

District 25 and the Village of Arlington Heights have worked with our elementary schools to identify safe walking routes to and from school. These recommended routes are designed to provide the safest path to/from school. The routes direct children toward intersections with crosswalks and/or crossing guards. Some elementary schools have 5th grade student patrols to help students cross the streets bordering the school.

Adult crossing guards are placed at intersections which have been identified using a standardized point system. The placement of crossing guards is reviewed annually to ensure safety. Any requests for additional crossing guards should be directed to the school principal for consideration by the District.

BIKING TO AND FROM SCHOOL

District 25 provides bicycle racks at all schools. While parents make the decision whether or not to permit a child to bike to school, the District recommends that you not encourage a child below the 3rd grade level to ride a bicycle to/from school alone. Some schools require written permission to allow such students to bike to school.

The District encourages bicycle safety and recommends that safe-biking procedures be discussed with your student.

- Ride with traffic – on the right side of the street
- Ride single file – close to the curb
- Do not cut in and out among parked cars
- Do not carry passengers
- Wear a bicycle helmet

- Do not ride on school grounds. When you arrive on the school grounds, walk your bicycle to the proper bicycle rack
- Park your bicycle in the bicycle rack, using an appropriate lock

If a student fails to comply with these rules, the District may decide not to permit them to bring a bicycle onto school property.

CARE OF SCHOOL PROPERTY AND GROUNDS

District 25 requires that all students respect school property and the property of others. We expect families to support this concept. The care and participation of all of us are needed to maintain the appearance and safe conditions of our schools.

Our schools are privileged to have high-quality equipment and instructional materials, including computers and software. We ask that students treat all school property with care and take precautions to avoid damaging any district property.

While we understand that materials and equipment do not stay new forever and that normal use results in normal wear and tear, students and parents/guardians may be held financially responsible for damage to equipment, books, and other materials if the damage is intentional or if student negligence is involved. (The district policy on vandalism is included in the Discipline Section of this Handbook.)

STUDENT APPEARANCE/DRESS CODE (Updated 6/26/2023)

Dress Code

Arlington Heights School District 25 student dress code supports equitable educational access and does not reinforce stereotypes or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, or cultural observance. The district does not prohibit hair styles historically associated with race, ethnicity or hair texture. We expect that all students dress in a way that is appropriate for learning. Student attire should not interfere with the health or safety of any student or contribute to a hostile or intimidating atmosphere for anyone. The District believes that the responsibility for a student's attire resides with the student and parent/guardian(s). Any restrictions must be necessary to support the overall educational goals of the school and must be explained within this dress code.

STUDENT RESPONSIBILITIES

Students Must Wear:

- A **Shirt**: fabric in the front, back, and sides under the arms (faces must be visible to school staff and dresses are acceptable), **AND**
- A **Bottom**: pants/sweatpants/shorts/skirt/dress/leggings/skorts **AND**
- **Shoes**: Covering the bottom of the foot including, but not limited to sandals, gym shoes, flip flops, and boots. Anything with wheels or blades are not allowed.

Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are covered with a non-transparent fabric. As used in this set of guidelines, the word “clothing” includes accessories.

Except as Required in class or extracurricular program, students cannot wear the following items in school:

- Violent language or images.
- Images, language depicting, or promoting drugs or alcohol or any illegal item or activity.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Bathing suits
- Accessories that could be used as a weapon.
- Hats, hoods, helmets or headgear (except as a religious observance or if medically necessary).
- Sunglasses (unless medically necessitated)
- Clothing/attire misappropriating a particular gender, ethnicity, race, or religion

Dress Code Enforcement:

- Students in violation should be referred to school administration, and will be given multiple options to be dressed to code.
- No student should be disproportionately affected by dress code enforcement because of gender identity or expression, race/ethnicity, sexual orientation, cultural or religious identity, body size, body maturity or household income.

- Student athletes may follow IESA guidelines when athletic dress conflicts with the contents of the dress code.

To review the student dress code policy, visit the 'Students' Board Policy page (<https://www.sd25.org/Page/93>) and click on Board Policy 7:160 - Student Appearance.

USE OF ELECTRONIC DEVICES

Cell Phones and Other Electronic Devices

The possession and use of cell phones and other electronic devices, including wearables, are subject to the following rules:

- Middle school students are expected to turn off electronics and store devices in their middle school locker during the school day.
- Elementary students are expected to leave electronics in the “off” position and in their backpacks throughout the school day.
- A supervising teacher may grant permission for them to be used or if needed during an emergency.
- They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.

The District recognizes that whether students have their own mobile learning devices and if they are allowed to bring those devices to school is a family decision. In order to address equity issues, the District will provide access to students who do not own a mobile learning device in circumstances when its use is required for instructional purposes during the day. Electronic devices may be used during the school day if:

- Use of the device is provided in the student's IEP, or
- Permission is received from the student's teacher with administrator approval

If a student brings a mobile learning device to school, the family agrees to retain liability for the device. School staff will not assume any responsibility for its safe-keeping and personally owned devices will not be covered under the District insurance policies. For more on appropriate use of online resources, please turn to page 40.

GANGS AND GANG ACTIVITY PROHIBITED

The visibility of gangs and gang-related activities in the school setting cause a substantial disruption of and/or material interference with school and school activities of the school district. Students are prohibited from engaging in

STUDENT RESPONSIBILITIES

gang activity. A “gang” is any group of 2 or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang,
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang, and
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extracurricular and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to 10 days
- Expulsion not to exceed 2 calendar years

VANDALISM

The Board of Education views vandalism as reprehensible. Those involved with acts of vandalism shall be held accountable. In the case of minors, the parent(s) and/or guardian(s) will be held responsible for any damage to property and/or equipment in accordance with the Illinois School Code, Chapter 740, Act 115 and the Arlington Heights Village Code, Article VI, Sections 8-603 and 604.

Vandalism is defined as damage to books and supplies, equipment, buildings, and grounds. Appropriate disciplinary action shall be taken up to and including expulsion. Full restitution will be sought from students and their parent(s)/guardian(s) for vandalism or any other acts which cause damage to school property, equipment, and/or supplies.

In addition and upon the recommendation of the Superintendent, the Board of Education may pursue prosecution of those individuals involved in committing acts

of vandalism against school property, equipment, and/or supplies.

SEARCH AND SEIZURE

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

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

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

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

Students

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

When feasible, the search should be conducted as follows:

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

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

Social Media/Networking Passwords

STUDENT RESPONSIBILITIES

A principal or designee may not request or require a student to provide a password or other related account information to gain access to the student's social media/networking account or website. A principal or designee may require a student to cooperate in an investigation if there is specific information about activity on the student's social media/networking account or website that violates a school disciplinary rule or policy. As part of the investigation, the student may be required to share the content that is reported to be on the student's social media/networking account or website in order to allow school officials to make a factual determination regarding whether the student has violated a school disciplinary rule or policy.

Seizure of Property

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

IN LOCO PARENTIS

By Illinois law teachers, certificated educational employees, and other persons providing related services to a student may stand in the relation of a parent(s)/guardian(s) to the student when the student is in school or on school grounds. In addition, those employees may act in that same capacity with respect to any activity connected with the school program.

Specifically, the Illinois School Code provides:

Teachers, other certificated educational employees, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student shall maintain discipline in the schools, including school grounds which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

105 ILCS 5/24-24. The concept contained within Illinois law is commonly referred to as in loco parentis-meaning "in the place of a parent". Under this law and the concept of in loco parentis, schools have a responsibility to take on some of the

functions and responsibilities of a parent. Included in those responsibilities is the explicit right to communicate with students in order to maintain discipline in the schools. Accordingly, you and other school employees have the authority to speak to students during the school day and at associated school programs without the student's parent(s)/guardian(s) present.

USE OF ELECTRONIC NETWORKS AND ONLINE RESOURCES

ACCESS TO DISTRICT ELECTRONIC NETWORKS

Arlington Heights School District 25 ("the District") has the ability to enhance your child's education through the use of its electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The term electronic networks include all of the District's technology resources, including, but not limited to:

- The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
- Access to the Internet or other online resources via the District's networks or to a District-issued online account from any computer or device, regardless of location;
- District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

In support of any time, anywhere learning and in accordance with the Child Internet Protection Act (CIPA), the District has invested in providing an open and secure Internet experience for our students on and off campus as district-issued devices are utilized as their learning tool and resource. The district provides a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. A list of blocked sites organized in categories is maintained in the filter database and online activity is filtered accordingly, however, no filter is able to restrict all inappropriate content based on the dynamic nature of the Internet. The filter constantly adds new websites to its database to ensure coverage for your student and currently filters over a million websites.

The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized people may disable the filtering device for bona fide research or other lawful purposes, provided the person receives prior permission from the Superintendent or system administrator.

The Superintendent or designee shall include measures to address the following:

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

No Warranties

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

Indemnification

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

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

Vandalism

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

Curriculum and Acceptable Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well

USE OF ELECTRONIC NETWORKS AND ONLINE RESOURCES

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

General rules for behavior and communications apply when using electronic networks. The District's Appropriate Use of Online Resources section contains the appropriate uses, ethics, and protocols.

APPROPRIATE USE OF ONLINE RESOURCES

All use of Arlington Heights School District 25 ("the District") online resources shall be consistent with the goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Online resources include but are not limited to interactive learning resources, digital learning content (which may include openly licensed content), software, or simulations, that engage students in academic content; (b) access to online databases and other primary source documents; (c) the use of data and information to personalize learning and provide targeted supplementary instruction; (d) online and computer-based assessments; (e) learning environments that allow for rich collaboration and communication, which may include student collaboration with content experts and peers; and (f) hybrid or blended learning, which occurs under direct instructor supervision at a school or other location away from home and, at least in part, through online delivery of instruction with some element of student control over time, place, path, or pace.

Access to the District's online resources must be: (a) for the purpose of education or research, consistent with the District's educational objectives, or (b) for legitimate District use. Access also must comply with the Policy, these Procedures, federal and Illinois law or any additional rules, regulations or other terms and conditions of online resources access promulgated by the Superintendent or Building Principals, and all other disciplinary policies and regulations for the safety and pedagogical concerns of the District.

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.

Inappropriate Use

The user is responsible for their actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- Unauthorized use of personal removable media devices (such as flash or thumb drives);
- Using electronic networks for private financial or commercial gain or advertising;
- Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- Using another user's account or password;
- Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- Posting or sending material authored or created by another without his/her consent;
- Posting or sending anonymous messages;
- Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- Misrepresenting the user's identity or the identity of others;
- Using the electronic networks while access privileges are suspended or revoked;
- Taking any steps which threaten, or which may reasonably be interpreted to threaten, any person, group of persons, building, or property with harm, regardless of whether the user intends to carry out such threat;

USE OF ELECTRONIC NETWORKS AND ONLINE RESOURCES

- Modifying, disabling, compromising, or otherwise circumventing any anti-virus, user authentication, or other security feature maintained on the District network or on any external computer, computer system, or computer account;
- Creating or deliberately downloading, uploading, or forwarding any computer virus, or otherwise attempting to modify, destroy, or corrupt computer files maintained by any individual on any computer;
- Using encryption software or otherwise encoding or password-protecting any file which is created with, sent from, received by, or stored on the District's online resources;
- Using district-assigned accounts to connect with or create personal accounts; and
- Using methods such as proxy servers or VPN to bypass or avoid district content filters.

Network Etiquette

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

- Be polite. Do not become abusive in messages to others, use vulgarities, or any other inappropriate language.
- Do not use the networks in any way that would disrupt their use by other users.
- Do not reveal personal (self, other students, or staff) information, including login information, addresses, or telephone numbers.
- Recognize that the use of the District's online resources and electronic mail (e-mail) is not private. System administrators have access to all email, and detailed web log history. Any discovery of messages relating to or in support of illegal activities will be reported to the authorities.
- Consider all communications and information accessible via the network to be the private property of the District.
- If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal and not disclose or demonstrate the problem to other users.

Copyright Web Publishing Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers without explicit written permission.

- Material from other electronic sources (including the Internet) must not be used unless written permission has been obtained by the user from the author. Additionally, any material so used must be properly cited.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission.
- The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Material from software owned by the District or school may not be used without permission or unless the licensing agreement specifically allows for such use.

Privacy

Any electronic communications or files created on, stored on, or sent to, from, or via the online resources can be accessed by the District. Consequently, users do not have any expectation of privacy with respect to such messages and files. Users should remember that such messages and files can be recovered from the online resources back-up system even after they have been deleted from a user's individual account.

The Superintendent, Building Principals, and/or their designees may access and review such messages and files when necessary to maintain the integrity and efficient operation of the online resources; to monitor compliance with these procedures or other terms or conditions of online resources access authorized by the Superintendent or Building Principals; and to further all other educational, safety and instructional concerns of the District. The District also reserves the right to intercept, access, and disclose to appropriate authorities all information created with, sent to, received by, or stored on the online resources at any time, with or without user notice. Use of the District's online resources to create, store, send, receive, view, or access any electronic communication or other file constitutes consent by the user for the District to access and review such files consistent with this paragraph.

USE OF ELECTRONIC NETWORKS AND ONLINE RESOURCES

Cooperation with Investigations

The District reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the District's online resources.

Evidence of illegal activity will be reported or turned over to appropriate authorities.

Responsible Use of District-Issued Device Guidelines

Student devices should be used in class or other instructional areas when instructed by the teacher. No devices should be used in bathrooms, locker rooms, or other privacy-designated areas. The student is responsible for caring for any district device assigned to them and should report any issues or damages to their teacher as soon as possible. Students should not try and repair their devices on their own. Student technology must be returned as designated by the teacher, school or district schedule and in the same condition as it was provided by the district. Failure to return issued technology or unpaid fines/repairs may result in the school putting a hold on student records or further disciplinary action.

Students should:

- use their own district-issued device without borrowing from another student
- maintain their privacy by not giving out passwords or other login information and only using their sd25.org account (no personal accounts)
- understand that inappropriate searching, images, or language will result in disciplinary actions
- carefully connect cables and cords to avoid damage
- enjoy their district-issued device without food or drink nearby
- carry their device with the screen closed or in a case
- lift the district-issued device by the base and not by the screen
- leave all District 25 labels in place
- look after their district-issued device and do not leave it where it may be taken or is unsupervised
- protect their screen by not putting pressure on the lid
- carefully carry the district-issued device between classes in a case to avoid slipping off of books or out of bags
- share their documents as needed and limit printing
- use the apps and extensions provided by the district and not add their own
- update the district-issued device when they are available by restarting the device

Consequences and Repairs

- Students not following the appropriate or responsible use guidelines may have their access to devices or online resources restricted.
- Students who repeatedly seek out inappropriate information may have their access revoked or other disciplinary consequences as appropriate including referral to the police
- Students who repeatedly damage district-issued devices or accessories will be responsible for the repair costs. The user may not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.
- Based on the level of damage assessed by the district, an invoice will be emailed to the family detailing the nature of the damage, any associated repair costs, and the process for processing the online payment.
- In case of accidental damage or needed repairs, a loaner device will be available and the student becomes responsible for that device until the original device is returned to the student.
- Student device insurance is available as families can purchase a damage waiver that will protect from the full cost to repair or replace the district-issued equipment and limit responsibility to a per-occurrence deductible.

Agreeing to Accessing Electronic Networks

By registering a child for District 25 you agree to the expectations and procedures in the parent/student handbook. That agreement is legally binding and indicates the parties who have registered a child have read the terms and conditions carefully and understand their significance. The failure of any user to follow the terms in this section or the Appropriate use of Online Resources section may result in the loss of privileges, disciplinary action, and/or appropriate legal action

You understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, you also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. You will hold harmless the District, its employees, agents, or Board

USE OF ELECTRONIC NETWORKS AND ONLINE RESOURCES

members, for any harm caused by materials or software obtained via the network. You accept full responsibility for supervision if and when your child's use is not in a school setting. You have discussed the Access to District Electronic Networks and Appropriate Use of Online Resources information with your child. Parents/guardians are responsible for setting and conveying the standards that their child should follow, and the District respects each family's right to decide whether or not to authorize Internet access. By registering you hereby request that your child be allowed access to the District's electronic networks, including the Internet.

STUDENT DISCIPLINE

STUDENT DISCIPLINE

Introduction

Reasonable order and discipline are maintained in all District 25 schools and during all school activities. All discipline plans and actions are reasonable and fair and are designed to weigh the needs and rights of each child and the needs and rights of others. Discipline methods include fair and firm counseling or direction, peer mediation, detention, withdrawal of privileges, temporary isolation (with supervision), in-school suspension, out-of-school suspension, temporary homebound instruction, expulsion, reassignment to an alternate educational site or program, and such other methods or practices that are legal, reasonable, and practical in treatment, development, and prevention. The administration regularly reviews disciplinary policies and practices.

Personnel in each school will make every effort to communicate with and involve families in matters of discipline. If you have a question or concern about student discipline, consequences, or procedures, please contact your school principal. (Additional information about discipline policies is included in the Discipline Section of this Handbook.)

PROHIBITED STUDENT CONDUCT

The school administration is authorized to discipline students for violations of the District's student conduct expectations. Authorized administrators and the Board may also discipline students by out-of-school suspensions and expulsions from school when violations amount to gross disobedience or misconduct. The District's expectations for student conduct, notice of prohibited behaviors, and disciplinary procedures are approved by the Board annually and set forth in the Student Handbook.

Gross disobedience or misconduct includes but is not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials or electronic cigarettes.
 2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
 3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - 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 not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
 - 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.
 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of the School Board policy 7:190, or violating the
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

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Weapons section of the School Board policy 7:190. That can be found at www.sd25.org and clicking on School Board.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited, is prohibited.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by:
 - Being a member;
 - Promising to join;
 - Pledging to become a member; or
 - Soliciting any other person to join, promise to join, or be d to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law on school property or at a school sponsored event, including but not limited to, assault and battery, arson, theft, gambling, and hazing.
15. 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.
16. 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 student; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or

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

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

The grounds for disciplinary action, including those described more thoroughly later in this policy, 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 other time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event, including on a school bus or at a school bus stop; or
4. Anywhere, if: (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or (c) the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

DISCIPLINARY MEASURES

Disciplinary measures may include, but are not limited to:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds, unless permission has been received by the Building Principal.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds or present at school sponsored events.

7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised and receives access to instructional material and homework missed during the in-school suspension.
11. After-school study or Saturday study provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. This option may be used as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student may be immediately transferred to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

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

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

WEAPONS

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States

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Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-a-likes” of any firearm as defined above.

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

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

REQUIRED NOTICES

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

DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as

needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

OUT OF SCHOOL SUSPENSION PROCEDURES

The Superintendent shall implement out of school suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student’s presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student’s parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the School Board.
4. Upon request of the parent(s)/guardian(s), a review of the out of school suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student’s parent(s)/guardian(s) and the administration may appear and discuss the out-of school suspension with the Board or its hearing officer. The student’s parent(s)/guardian(s) may be represented by counsel. After presentation of the evidence or receipt of the hearing officer’s report, the Board shall take such action as it finds appropriate.

STUDENT DISCIPLINE

Out of School Suspension of Students:

Due Process Procedures

The School Board Rules and Regulations governing student discipline shall apply to all students within the district. The due process procedures associated with the suspension or expulsion of regular and special education students are as follows:

General Education Students

1. The administrator may elect to have another school employee sit in with the administrator on any interviews with the accused;
2. The administrator will explain to the accused the reasons the administrator believes the accused may have engaged in misconduct and the possible consequences if it is true, i.e., suspension or expulsion;
3. Except in cases of emergency, the student should be given the opportunity to respond to the charges, to identify supporting witnesses, and to have the supporting witnesses interviewed prior to a decision by the administration;
4. Have the accused write a statement describing the incident (this may be written by the administrator, but the student should sign and date the document or document the refusal to sign);
5. Interview all key eyewitnesses to the misconduct:
 - a. identify where and when the incident occurred, what the student saw and heard, and anyone else who may have witnessed the incident;
 - b. have the witness describe the incident in writing, including a signature and date (assure the witness that his/her identity will be confidential to the extent possible within the law.);
 - c. determine if the witness may be biased against the accused and therefore have a reason to lie;
 - d. inform the eyewitness that he/she may be required to testify against the accused in a disciplinary hearing;
 - e. if the student indicates that he/she would prefer not to testify, elicit the reason(s) for the request not to testify (if there is a justifiable fear of retaliation or intimidation on the part of the witness, the witness need not be required to testify);
 - f. if the eyewitness refuses to be interviewed altogether, see item "e" above.
6. Include all the facts in the recommendation for disciplinary action and make sure that the accused has those facts prior to any hearing;
7. Once a decision to suspend has been made, the student's parent(s)/guardian(s) shall be informed as to the reason for the suspension, the rules that were violated, and the number of days the suspension is to last;
8. Students who are suspended during the school day will remain in school until the close of the day unless they are released to their parent(s) or a person designated by the parent(s);
9. The parent(s) shall be provided, as soon as possible, with a written notice by certified mail (with return receipt requested) of the reason for the suspension, the rules that were violated, and the number of days the suspension is to last;
10. The written notice in #9 shall include information to the parent(s)/guardian(s) of their right to a review of the suspension by a hearing officer appointed by the Superintendent of Schools;
11. The parent(s) may request a review of the out of school suspension by writing to the Superintendent of Schools within five school days of receiving the written notice; and
12. The Superintendent will arrange for a review of the case. If the review is conducted by a hearing officer, the Superintendent shall forward the hearing officer's report to the Board of Education.

Special Education Students

The District shall comply with the provisions of the Individuals With Disabilities Education Act (IDEA), the Illinois School Code, and their respective rules and regulations, 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.

Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA, the School Code and their respective rules and regulations, during such period of expulsion.

A special education student may be suspended regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disability, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another)

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and provided that such student receives educational services to the extent required by the IDEA, the School Code and their respective rules and regulations, during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois due process hearing officer changing the student's placement to an appropriate interim alternative educational setting for up to 45 school days if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function, or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or who has inflicted serious bodily injury upon another person while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 school days in accordance with the IDEA, the School Code and their respective rules and regulations. The length of time a student with a disability is placed in an interim alternative educational setting must be the same amount of time that a student without a disability would be subject to discipline.

Upon the occurrence of any act that may subject the student either to expulsion or suspension resulting in more than 10 cumulative days during any one school year, the District will convene an IEP meeting to review the student's behavioral intervention plan or, if a behavioral intervention plan has not been developed, to develop one.

1. The procedures for suspending a special education student for a period not to exceed ten school days in one year are the same as those applying to regular education students. In order to consider suspending a student for more than ten school days, the following procedures must be observed:
 - a. the special education team must determine whether the student's misconduct was a manifestation of the student's disability;
 - b. if it is determined that the behavior was a manifestation of the disability, the student may not be suspended from school for more than ten school days. However, teams may want to consider other interventions or placements to address the misconduct;
 - c. if it is determined that the behavior was not a manifestation of the disability, then the student may

be suspended for more than ten days. However, such a long-term suspension is considered a change of placement, and the student's parents are entitled to the usual rights regarding notice and due process.

Should the student's parents initiate an impartial due process hearing in connection with the proposed long-term suspension, the student would remain in his/her current educational placement until the completion of all proceedings;

- d. educational services must continue for students who are excluded for misconduct that was not a manifestation of their disability. Such services may be provided in the home, in an alternative school, or in another setting.
2. An in-school suspension would be considered equivalent to an out-of-school suspension (and thus contributory to the ten-day limit) if the following conditions apply:
 - a. the student did not continue to receive any or all IEP services;
 - b. the student did not receive credit for grading purposes for any school work completed during the time of the suspension; and
 - c. a record of the student's in-school suspension is included in the student's temporary file.
3. Under Section 504, generally students with identified disabilities may be expelled or suspended from school for more than ten school days only for misconduct that was not a manifestation of the student's disability. However, students who are currently engaging in the illegal use of drugs or alcohol may be disciplined for violating the school's alcohol and drug policies to the same extent as non-disabled students. Schools are permitted to cease educational services during periods of disciplinary exclusion from school that exceed ten school days if non disabled students in similar circumstances do not continue to receive educational services.

EXPULSION PROCEDURES

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:

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- a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
 - b. The time, date, and place for the hearing.
 - c. A short description of what will happen during the hearing.
 - d. A statement indicating that The School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
 - e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board of Education or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
 3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Expulsion of Students:

Due Process Procedures

General Education Students

1. When the administration intends to make a recommendation for expulsion, the student and his or her parent(s)/guardian(s) shall be informed by certified mail as to the reason for the recommendation to expel, the rules that were violated, the recommended length of the expulsion, their right to a hearing before the Board or a Board-appointed hearing officer, their right to have representation at the hearing, and their right to cross-examine witnesses and/or administrators involved in the case;
2. The student and his or her parent(s)/guardian(s) shall also receive a copy of the material that the administration submitted to the Board of Education

substantiating their recommendation for expulsion, if those materials are available prior to the hearing;

3. During the due process hearing, the Board of Education or the Board-appointed hearing officer shall ensure that the case presented by the administration and the case presented by the student, his or her parent(s)/guardian(s), and any representatives appearing on behalf of the student are heard;
4. If the hearing is conducted by a hearing officer, the hearing officer shall gather and organize all of the facts associated with the case and present a written report to the Board of Education stating those facts;
5. After reviewing a presentation of the facts, the Board shall determine whether a student is guilty of gross disobedience or misconduct, and if so, the appropriate consequence; and
6. The parent(s)/guardian(s) and their son or daughter shall be informed in writing and by registered mail of the action taken by the Board of Education.

Special Education Students

A student who has been determined eligible for special education services shall not be denied educational services because of a behavior or condition which is, or results from, an exceptional characteristic.

1. The procedures for expelling a special education student are the same as those applying to a general education student except:
 - a. A mandatory multidisciplinary staff conference (MDSC) must be held, including the parent(s), the student (when appropriate), and the staff members directly associated with the student's educational program;
 - b. During the MDSC, the team must consider whether the handicapping condition is related to the behavior precipitating the expulsion and must record this decision in the minutes of the MDSC;
 - c. The decision of the MDSC team shall be recorded on the MDSC report form and that information shall be used to revise the student's individualized educational program to reflect:
 - i. the need for the use of suspension or expulsion as a disciplinary tool or management strategy because the handicapping condition is not a precipitating factor and, therefore, the student is expected to behave in accordance with the rules established by District 25 policy;
 - ii. modifications of the educational program; and/or

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- iii. a change in the educational placement.
- d. The parent(s) must be notified of the decision(s) made at the multidisciplinary staff conference if they have not participated in the staffing;
- e. The multidisciplinary staff conference must follow all the requirements of such meetings according to the state's Rules and Regulations to Govern the Administration and Operation of Special Education.

If the MDSC team concludes that the misconduct was caused by the student's handicapping condition(s), the MDSC team must conduct a reevaluation to determine whether the child's educational placement is appropriate. During the period of reevaluation, the student will remain in his/her current placement unless

- f. The student has not previously been suspended for a period exceeding ten school days during the same school year, in which case the student may be suspended for a maximum of ten school days less previous suspension(s);
 - g. Parent(s) and school district agree on an interim placement;
 - h. The school district obtains an order from a court of competent jurisdiction changing the then current placement or providing for other appropriate relief. If a special education student has been expelled due to the physical danger to self, other students, faculty, or school property caused by the student's continued presence, the district shall be responsible for developing and providing appropriate interim educational services.
2. There is an exception to the above in cases in which a student with a disability brings a firearm to school, has possession of drugs at school, or inflicts serious bodily injury on another student or staff member at school. Such students may be removed from school for ten days or less and placed in an interim alternative educational setting for up to 45 calendar days. It is not necessary to make the manifestation determination until after the student is in the alternative placement. However, the manifestation determination must be done to decide what will happen once the alternative placement ends. During the pendency of a due process hearing, the student would remain in the interim alternative placement. It is suggested that teams use the initial ten-day suspension period allowed by law to notify the parents of an expedited IEP team meeting, convene the

meeting, and choose the alternative placement (Section 314 of the Improving America's Schools Act).

Behavioral Interventions for Students with Disabilities

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. The Superintendent may designate at least one staff member as a behavioral intervention consultant who shall oversee the implementation of this policy. This policy and the behavioral intervention procedures shall be furnished to the parents/guardians of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures. The policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parents/guardians.

HAVE A GREAT SCHOOL YEAR!



Please reach out with any
questions or concerns.
847-758-4900