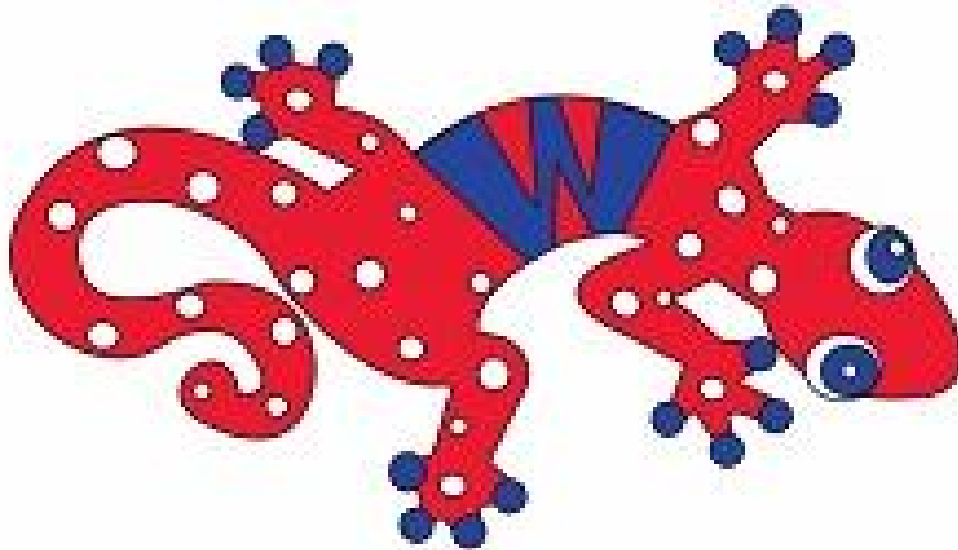


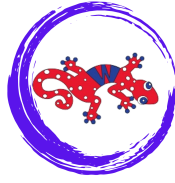
Wauconda Grade School Parent-Student Handbook 2025-2026

www.d118.org



**Debbie Monroe, Principal
Meghan Paloucek, Assistant Principal**

**225 Osage Street Wauconda, IL 60084
Phone: (847) 526-6611; Fax: (847) 487-3598**



August 2025

Welcome to Wauconda Grade School and the 2025–2026 school year! We are thrilled to begin another exciting year of learning, discovery, and meaningful growth. Our entire team is eager to engage students in thought-provoking lessons, hands-on experiences, and collaborative challenges that inspire curiosity and confidence.

At Wauconda Grade School, we believe that education is a shared journey—one that begins at home. As a parent or guardian, your involvement plays a powerful role in your child’s development. Your interest and encouragement help foster not only academic achievement, but also social and emotional growth.

We value the strong partnerships among families, staff, and community members. Together, we can create a supportive and dynamic environment where every student can thrive.

Please take a moment to review our school handbook. Inside, you’ll find helpful information about our expectations, policies, and the many opportunities available throughout the school year. We appreciate your ongoing support and invite you to reach out with any questions or concerns.

We’re looking forward to a fantastic year ahead!

Cordially,

Debbie Monroe
Principal

VISION STATEMENT

*Learning For Life – Building Partnerships For Success
First Class Schools*

MISSION STATEMENT

It is the mission of Wauconda District #118 Elementary Schools to educate and prepare all children to become responsible citizens of the 21st century. We believe that all students can learn in a supportive, caring environment

Wauconda District 118 Board of Education

Vincent Torossy– President

Kim Miller – Vice President

Cynthia Henrichs - Secretary

Steven Caponigri

Lourdes Chapa

Vickie Laureys

Carey McHugh

Wauconda District 118 Administration

Dr. Brian Wegley and Dr. Todd Leden, Interim Superintendents of Schools

Dr. Cameron Willis, Assistant Superintendent of Business Services/CSBO

Dr. William Stanton, Assistant Superintendent of Curriculum & Instruction

Dr. Julia Nadler, Assistant Superintendent of Special Education

Lisa DeWelde, Assistant Superintendent of Human Resources

Rick Strauss, Supervisor of Transportation

The provisions in this handbook may be changed during the year without prior notice.

WAUCONDA COMMUNITY UNIT SCHOOL DISTRICT 118**DIRECTORY**

Central Administration 555 North Main Street Wauconda, IL 60084 Phone (847) 526-7690 Fax (847) 526-1019 Dr. Brian Wegley and Dr. Todd Leden, Interim Superintendents of Schools Dr. Cameron Willis, Asst Supt. of Business Services/CSBO Lisa DeWelde, Asst Supt. of Human Resources Dr. Scott Cittadino, Asst Supt. of Technology	Wauconda Middle School Grades 6 - 8 215 Slocum Lake Road Wauconda, IL 60084 Phone (847) 526-2122 Fax (847) 487-3597 Daniel Stoller, Principal Thomas Puglisi, Assistant Principal
Special Education 555 North Main Street Wauconda, IL 60084 Phone (847) 526-7590 Fax (847) 487-0165 Dr. Julia Nadler, Asst Supt. of Special Services Heather Fontanetta, Director of Special Services Kelly Plunk, Director of Special Services Erin Marquard, Director of Special Services Dr. Kristen Bordonaro, Director of Specialized Programs	Matthews Middle School Grades 6 - 8 3500 Darrell Road, PO Box 920 Island Lake, IL 60042 Phone (847) 526-6210 Fax (847) 526-8918 Joshua Peterson, Principal Dr. Min Namkung, Assistant Principal
Curriculum and Instruction 555 North Main Street Wauconda, IL 60084 Phone (847) 526-4726 Fax (847) 526-0134 Michaline Schmidt Asst Supt. of Curr. & Instruction TBD, Executive Director of Elem Education Todd Halstead, Director of Multilingual Services	Wauconda Grade School Grades K - 5 225 Osage Street Wauconda, IL 60084 Phone (847) 526-6671 Fax (847) 487-3598 Debra Monroe, Principal Meghan Paloucek, Assistant Principal
Transportation Department 264 Jamie Lane Wauconda, IL 60084 Phone (847) 526-6672 Fax (847) 526-0192 Rick Strauss, Supervisor of Transportation Kelly Spears Head Driver/Router	Robert Crown School Grades K - 5 620 Bonner Road Wauconda, IL 60084 Phone (847) 526-7100 Fax (847) 487-3596 Dr. Anthony Kuzera, Principal Laura Halverson, Assistant Principal Stephanie Meyer, Assistant Principal
Wauconda High School Grades 9 - 12 555 North Main Street Wauconda, IL 60084 Phone (847) 526-6611 Fax (847) 487-3595 Daniel Nicholas, Principal Tiffany Ingram, Associate Principal C & I Michael Levasseur, Assistant Principal Operations/Testing Jamie Born, Assistant Principal Student Services Andrew Springer, Athletic Director Sara Flanigan, Assistant Athletic Director, Activities Dir.	Cotton Creek School Grades K - 5 545 Newport Court Island Lake, IL 60042 Phone (847) 526-4700 Fax (847) 526-4725 Cherish Dickert, Principal Alison Rodriguez, Assistant Principal

Wauconda Community Unit School District 118

2025-26 Calendar

2025

July

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

2026

January

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

★ FIRST/LAST DAY OF SCHOOL

● NO STUDENT ATTENDANCE

● INSTITUTE DAY - NON-ATTENDANCE DAY

● EARLY DISMISSAL

● PARENT-TEACHER CONFERENCES

□ END OF QUARTER

Early Dismissal - October 23, 2025

Grades 9-12 12:35 p.m.

Grades 6-8 1:05 p.m.

Grades K-5 2:05 p.m.

AM ECH & WEE 10:50 a.m.

PM ECH & WEE Begins 12:20 p.m. Ends 2:05 p.m.

Last Day of School Early Dismissal

M, T, W, Th Friday

Grades 9-12 10:20 a.m. 11:15 a.m.

Grades 6-8 10:50 a.m. 11:50 a.m.

Grades K-5 12:05 p.m. 12:35 p.m.

No School for ECH or WEE



August

- 18 Institute Day-No School
- 19 Institute Day-No School
- 20 First Day of Student Attendance (Grades 1-12)
ECH & WEE Kids Open House
- 21 First Day of Student Attendance (K, ECH, WEE)
- 22 First Late Start Friday

September

- 1 Labor Day-No School

October

- 10 End of 1st Quarter (K-5)
- 13 Non-Attendance Day
- 17 End of 1st Quarter (6-8)
- 23 Early Dismissal & Parent-Teacher Conferences
- 24 Parent-Teacher Conferences

November

- 3 Institute Day-No School
- 26 Non-Attendance Day
- 27 Thanksgiving Day-No School
- 28 Non-Attendance Day

December

- 19 End of 2nd Quarter (K-8)
End of 1st Semester (9-12)
- 22-31 Winter Break

January

- 1-2 Winter Break
- 5 School Resumes
- 19 Dr. Martin Luther King Jr. Day No School

February

- 12 Parent-Teacher Conferences No School
- 13 Institute Day-No School
- 16 Presidents Day-No School

March

- 13 End of 3rd Quarter (K-8)
- 23-27 Spring Break-No School
- 30 School Resumes

April

- 3 Non-Attendance Day
- 6 Non-Attendance Day

May

- 25 Memorial Day-No School
- 29 End of 4th Quarter (K-8)
End of 2nd Semester (9-12)
Last Day of School (if no emergency days are used)

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GENERAL INFORMATION

SCHOOL HOURS

The times listed below indicate the actual time students are to be in their classrooms. Students should arrive in time to be prepared and in their seats by the beginning of the school day. Students who arrive past the start of the school day, will be marked tardy. Please refer to the section entitled "Attendance" for specifics regarding school tardiness. Students should not arrive on school grounds, unsupervised, prior to 8:50 a.m. Mondays through Thursdays, and 9:20 a.m. on Fridays. For those families new to District 118, Fridays are "late start" days to provide time for ongoing staff development.

STUDENT SCHEDULE

Grade Level	Drop-off Time		School Begins		School Ends	
	Mon.-Thur.	Fri.	Mon.-Thur.	Fri.	Mon.-Thur	Fri.
All K-5 Students	8:50-9:04 am	9:20-9:34 am	9:05 am	9:35 am	3:40 pm	3:40 pm

*Late start Fridays will begin Friday, August 22, 2025 and continue every Friday throughout the 2025-2026 school year.

FRIDAY LATE START STAFF DEVELOPMENT PROGRAM

The late start staff development program began in our school district in 1997. The purpose of this program is to provide a regular block of time (65 minutes) for on-going staff training and school improvement initiatives to improve upon instructional practices and curriculum delivery in order to increase student achievement. On Fridays, students arrive at school later to accommodate this important staff development program.

DROPPING OFF/PICKING UP STUDENTS

- Please refer to page 13 School Wide Expectations.
- **Drop-off times are between 8:50 – 9:00 Monday through Thursday and 9:20-9:30 on Fridays. Students are expected to be in their classrooms and ready to learn by 9:05 Monday through Thursday and 9:35 on Friday.**

REGISTRATION AND FEES

REGISTRATION/RESIDENCY

At the time of registration, all new and/or transferring students must complete a Certificate of Residence form. In addition, at least two (2) items of identification from the following list must be presented as evidence of residency: drivers license, home ownership title or deed, apartment lease, voter registration, utility bills (water, electric, gas), or automobile insurance. Students currently enrolled must register each year online. If there is an address change for a current student, please submit 2 proofs of residency to the main office.

BIRTH CERTIFICATES

In the State of Illinois, schools are required to have a Birth Certificate on file for each student. Kindergarten students or new students to the District are required to furnish a copy of the State Issued Birth Certificate. Hospital-issued Birth Certificates do not meet state requirements.

SCHOOL DISTRICT FEES

The Board of Education annually approves fees charged for student registration and extracurricular activities. All other parents are obligated to pay these fees. In the event that fees are delinquent, the following consequences would occur:

- Report cards would not be sent home.
- The student would not be allowed to participate in the 8th grade promotion ceremony/activities or the high school graduation ceremony/activities.
- If a student transfers to another school, only an unofficial transcript would be sent to the receiving school.

The fees for 2025-2026 will be:	Basic Registration Fees	K-5	\$120.00
		K-am only	\$90.00

If you have any questions concerning the payment of fees, please contact your child's school.

FEES FOR INDIGENT STUDENTS

The school district will waive all textbook and instructional material fees and all other fees that an indigent student must pay for a required activity or class. An indigent student is a student who has been declared by state, local or school authorities to be financially unable to accept the total burden he or she must bear as a student and member of the community.

STUDENT ADMISSIONS

Board Policy 7:50

To be eligible for admission, a child must be 5 years old on or before September 1. Children who enter first grade must be six (6) years of age on or before September 1. Wauconda CUSD118 allows exceptions, allowable by the Illinois Placement Act for children whose potential and skills are in the most superior range when compared to their peers. Wauconda CUSD118 has identified early entrance to kindergarten or first-grade as full-grade acceleration, appropriate for those students who are intellectually and socially advanced. Please contact the building administration for more information about early entrance procedures. Children ages 3 to 21 with exceptional needs who qualify for special education are eligible for admission.

ADMISSION PROCEDURE

All students must register for school each year on the dates and at the place designated by the Superintendent. Students enrolling in the District for the first time must present a certified copy of the student's birth certificate within 30 days after enrollment. Students enrolling in the District for the first time must also present proof of residence, disease immunization or detection as required by State law, and the required physical examination. Parents/guardian(s) are encouraged to have their child undergo a dental examination. Students transferring from a non-District school must comply with Board policy 7:110, *Student Transfers*.

For purposes of this Policy, enrollment shall include pre-registration in the spring for a student who will first attend classes in the District that fall.

STUDENTS DROPPED FROM THE ROLLS

A student who is absent from school for 20 consecutive school days shall be notified in writing by the District that he/she will be dropped from the rolls unless the student returns to school within 10 school days. If the student does not respond to the notification within 10 school days, the student will be dropped from the rolls and will be required to re-enroll in school in order to attend school. All information required for enrollment, including, but not limited to, the presentment of a certified birth certificate and proof of residency, will be required at that time.

RE-ENROLLMENT

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16. Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities in Education Act or accommodation plans under the Americans with Disabilities Act. Special education students may attend until their 21st birthday.

HOMELESS CHILDREN

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

STUDENT TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. The Superintendent is delegated all authority granted to the Board of Education in order to implement this policy, subject to specific Board action to the contrary. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

COMMUNICATION

THE SCHOOL-HOME PARTNERSHIP

It is very important that you let your school know any questions, concerns, or comments you might have. Generally, communication should begin with your child's teacher. We encourage you to voice these issues when they arise with the classroom teacher or staff member who works directly with your child prior to contacting the building Principal or Assistant Principal. Teachers are eager to talk with parents, but they are often very busy. Please try to make arrangements in advance to speak with a teacher. You may also reach teachers via e-mail which can be found on the Wauconda Grade School website <https://www.d118.org/schools/wgs> Afterward, talk with your child, highlighting what is positive and make a plan to address the items that need improvement.

MODES OF COMMUNICATION

District 118 uses an automated service to alert families of vital information, including emergency closings. In order for parents to receive these important messages, it is imperative that the district has all of your most current contact information. The broadcast system will be able to send an

emergency call to your home phone, cell phone, and to e-mail addresses provided that the district has the most up-to-date contact information possible.

Make sure to follow your school and district Twitter (X) account, as important information will be posted to that platform regularly.

Wauconda Community Unit School District 118 @WaucondaCUSD118		
Wauconda Grade School @WaucondaGS118	Robert Crown School @RobertCS118	Cotton Creek School @CottonCS118
Matthews Middle School @MatthewsMS118	Wauconda Middle School @WaucondaMS118	Wauconda High School @WaucondaHS118

CHECKING IN AT THE OFFICE

For security reasons, all doors except the main doors will be locked before, during, and after school. **All parents, volunteers, itinerant employees, delivery services, etc. are required to check in the office immediately upon entering the school during normal school hours and check out in the office upon completion of their visit.** All visitors to the building are required to wear a Visitor's Pass before proceeding to move about the school. It is preferable that parents make an appointment in advance if they need to see a teacher. In this way, we can ensure that the teacher can be available and prepared to answer parents' questions and/or concerns without disrupting students' learning time.

Ident-A-Kid

During school hours when students are present, visitors will be required to have their State ID scanned, which may provide school personnel with information regarding a visitor's background.

VISITATION - PARENTS AND OTHERS

We welcome and encourage parents to visit our school and classrooms. We ask that you please prearrange your visit with the teacher and/or principal, and check in at the office for a Visitor's Pass before going to any room. Parents should be aware of the School Visitation Rights Act stating that:

“ Public and private employers of at least 50 employees in Illinois must grant an employee leave of up to a total of eight (8) hours during any school year, and no more than four (4) hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours; however, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Nothing in this Act requires that the leave be paid.”

For regularly scheduled, non-emergency visitation, the school shall make time available for visitation during regular school hours and evening hours.

CHANGE OF ADDRESS OR PHONE, CUSTODY ISSUES,

AND EMERGENCY INFORMATION

When a student moves from one residence to another, or if your employment information changes, the parent/guardian should immediately notify the school office. If you have a cell phone number, please provide this information as well. **The school must have up-to-date information about how to reach parents/guardians, relatives, or an authorized friend in case your child becomes ill, or is injured at school.**

Additionally, we ask that you please keep the school informed of any family situation that could affect the child's behavior. The school must also know the names of those, to whom your child can be released. If you have legal documentation that restricts release of your child to certain individuals or family members, please provide copies of these documents to the school office. These documents are kept in a confidential file for reference in the event of a concern or question arising.

SCHOOL CLOSING DUE TO BAD WEATHER

District 118 uses an automated service to alert families of vital information, including emergency closings. Closing information will also be posted to school and district Twitter (X) accounts.

The following radio and television stations broadcast school closings in the event of severe ice or snow (or other emergencies) and when it seems advisable to close the school: WGN-720AM, WBBM-780AM, CBS - 2, NBC - 5, ABC - 7, WGN - 9, FOX - 32, CLTV – Cable, Online: [Emergency Closing Center](#) Call your home school or the District Office Voice Mail System (which can handle many calls at once) at (847) 526-7690.

CONFERENCES

Conferences are one of the most important ways parents and teachers can communicate. You will be asked to attend one or more parent-teacher conferences during the school year. Conferences provide a time for you and your child's teacher to share information about your child. Your child's teacher will be eager to meet you. It is best if both parents attend the conference, but if this is not possible, please have your spouse share the questions he/she might have prior to attending. The conference should be a time for open discussion between parent and teacher.

NEWSLETTERS

Newsletters are published on a regular basis and can also be viewed on our school website. Additionally, our newsletter is sent via bright arrow to parent emails. These communications include information about special events, hot lunch menus, timely topics, and programs. In addition, special news items and information are frequently sent through bright arrow or are sent home in letters from your child's teacher and our district PTO.

MAKE UP WORK

Students who are absent from class due to illness, will have an opportunity to make up missed work. **Parents may request a packet of missed work by 10:00 a.m. to be picked up from the school office between 3:50 and 4:00 p.m.** Your child's teacher may prefer to monitor make-up work with explanations and supervision during lunch/recess during the days immediately following your child's return to school. A child who is ill may have greater difficulty completing work at home or might find the assignments confusing without the benefit of teacher explanation. Due date of the makeup work will be determined by the child's teacher(s).

STUDENT MESSAGES

Occasionally it may be necessary to call home requesting an item that may have been left at home or misplaced or some other important reason. The teacher and/or principal will grant permission if he/she believes it is necessary to make such a call. Parents/guardians will not be able to call students directly during the school day, unless it is an emergency.

TELEPHONE

Students are not to use the office or classroom telephone except in cases of emergency or extreme necessity.

Parents and guardians are requested not to call with messages for students unless of an urgent nature. Students will not be called out of class except in cases of emergency or extreme necessity. Classroom phones will not ring during the day and will go directly in the teacher's voicemail box. Parents should not call student's cell phones during the school day.

Teachers are not called to the telephone during class time unless it is an emergency. Telephone messages left through the office will be left in the teacher's mailbox and the call returned by the teacher as soon as possible.

SCHOOL-WIDE INFORMATION

DROPPING OFF/PICKING UP STUDENTS

When dropping off students in the front parking lot, parents are required to walk their children to the front sidewalk of the school during these times due to heavy traffic of cars and buses. For your child's safety, please observe school signs that restrict or direct student drop-off and pick-up. School personnel are also present to direct traffic at these times. Your cooperation is greatly appreciated. Please remember that your child's safety is always our top priority.

Drop-off times are between 8:50 – 9:00 Monday through Thursday and 9:20-9:30 on Fridays. Students are expected to be in their classrooms and ready to learn by 9:05 Monday through Thursday and 9:35 on Friday.

Parent consent is required anytime a child deviates from their regular means of daily transportation. Please send in a written note or call the office prior to 2 pm if there will be any changes in afternoon pick up. As an example, if a student typically takes the bus home, parents must give consent for them to walk home or get a ride from a neighbor/friend.

MORNING ARRIVAL

Entry Doors to the school open at 8:50 a.m. on Mondays, Tuesdays, Wednesdays, and Thursdays and at 9:20 a.m. on Fridays. There is no supervision available before the Entry Doors open. Please do not bring, or allow your child to come to school before that time.

When we are having inclement weather, children are allowed in the building upon exiting their bus. Parents and guardians should discuss with your child about the safety rules to and from school. Discourage your child from running across lawns and encourage him/her to cross only at corners. Students should obey all signs and our crossing guards.

STUDENT ID

All elementary students will be provided with a school ID card that will be used for breakfast/lunch purchases and personal identification. There will be a \$5.00 fee for replacement.

BICYCLES, SCOOTERS, INLINE SKATES, ROLLER BLADES,

AND OTHER WHEELED “VEHICLES”

Students may ride bicycles, scooters, skates, and the like to and from the school property. However, these items pose safety issues because of the many automobiles and buses in our parking lot area, and also for those children and parents who are pedestrians. **Students using wheeled vehicles and/or skates/blades must dismount and carry these items once they reach school property. As they leave the school property at the end of the school day, these items should not be mounted/used until students leave school grounds. Students are responsible for storing their wheeled vehicles.** Helmets; appropriate knee, wrist, and elbow guards; and bicycle locks are strongly encouraged. All students who intend to ride their bikes and other wheeled vehicles to school **must** complete the acknowledgement form during registration. Due to various safety issues with the popular *Heely* type/brand of shoes, our school’s policy is that the wheels must be removed from the shoes while on school property.

PETS ON SCHOOL GROUNDS

Due to the unpredictable nature of animals, pets are not allowed on school grounds, unless they are licensed service animals.

LOST AND FOUND

Please mark clothing, shoes, and books with the student's name. Students are discouraged from bringing items of monetary or sentimental value to school. The loss of an article of value should be reported to the teacher and the school office. A lost and found area is located in each school. Articles may be redeemed with proper identification.

NEW LAW LIMITING CELL PHONE USE IN SCHOOL ZONES

Public Act 96-0131 became effective January 1, 2010. This bill amends the Illinois Vehicle Code by prohibiting any driver, regardless of age, from using a wireless telephone while operating a motor vehicle on a roadway in a **school speed zone** or using a wireless telephone while operating a motor vehicle on a highway in a construction zone. Exceptions include using a phone in voice-activated mode, emergency use, and use by construction workers and law enforcement personnel.

GENERAL CLASSROOM INFORMATION

SUPPLY LISTS

Supply lists for grades Kindergarten through Fifth Grade were included with the online registration information. You may also access these lists on our school website. Extra lists are available in the school office. Your child’s teacher may request additional supply items during the year. Please note that replacement student assignment notebooks for children in third, fourth, and fifth grade are available at the school office for purchase.

HOW TO HELP WITH HOMEWORK

When schoolwork comes home, you can help your student in many ways:

- emphasize the importance of completing homework
- establish a consistent time of day for homework to be completed
- provide a quiet work area
- ensure that your student has the necessary materials (pencil, eraser, markers, etc.)
- set time aside to review homework assignments
- provide feedback and encouragement

ASSEMBLIES

The PTO or school will provide assemblies of interest to students throughout the year.

CELEBRATIONS/CLASSROOM PARTIES

Room parties may be held for Halloween, Winter Holidays, and Valentine's Day with the approval of the school administration. The number of parent volunteers for any event will be limited per the discretion of school administration. Per Board Policy 7.825, no food or drinks are allowed at holiday parties, nor are food/treats/candy to be sent home with students.

BIRTHDAY PARTY FAVORS

Students are allowed to bring birthday party favors to share with classmates. Per Board Policy 7.825, students shall not bring food to give as gifts or share with other students (such as with birthday celebrations, Valentine's cards, on Halloween, or as holiday gifts). Please **allow one favor per child in the classroom**, and students will not be allowed to leave the classroom for the purpose of delivering favors to others throughout the school.

BIRTHDAY PARTY INVITATIONS

The distribution of birthday party invitations is prohibited at school. Passing out invitations at school can make for hurt feelings, since inviting entire classrooms does not appear to be the norm. School policy, as well as federal law, dictates that personal information, including addresses, NOT be dispersed to anyone. Therefore, teachers and office staff should NOT be asked to aid in the distribution of such invitations.

STUDENT PROGRESS AND EVALUATION

PROGRESS REPORTS

Teachers may notify parents — either in writing or verbally — if a student is not working up to his/her capabilities midway through a marking period. Parents should feel free to call or email a teacher if they have a question or a concern at any time. Parent/Teacher conferences are available for all parents after the first quarter. Grading quarters are noted in the school calendar.

REPORT CARDS

Report cards are issued quarterly in Grades K-5. They contain an appraisal of the child's academic work, effort, attitude and conduct. Wauconda CUSD 118 has a Standards-Based Report Card for Grades K-5 which shifts letter grades to standards' marks. Report cards are sent home via email at the end of each quarter. Information on how to read and access the online report cards will be sent to parents via email or other means. If you would prefer a paper copy of your child's report card, please send a request in writing to the school office.

CONFERENCES

Please refer to "Conferences" under the section entitled "COMMUNICATION".

TESTING PROGRAM

Standardized tests and/or assessments may be given to pupils during the school year. The results of these tests are used for instructional planning and for evaluating student progress.

KINDERGARTEN READINESS

Regardless of chronological age, your child may not be ready for the kindergarten experience. Children may attend kindergarten if they are five years old on or before September 1st. Wauconda CUSD118 allows exceptions, allowable by the Illinois Placement Act for children whose potential and skills are in the most superior range when compared to their peers. Please contact the building administration for more information about early entrance procedures.

RETENTION POLICY

In the event that the teacher and administration feel it is necessary for the educational well being of the student, the child may be recommended for retention. When retention of a student is being considered, the student's parents will be notified and will be involved in the placement process. This notification will usually occur in the spring. The final decision of retention or promotion is the responsibility of the school Principal.

STUDENT RECORDS

Please refer to Board Policy 7:340 under the section entitled "School District Policies".

SPECIAL EDUCATION AND SUPPORT SERVICES

SPECIAL EDUCATION

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, required under the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 for whom a duly constituted IEP team has determined that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but because of disability as defined by Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's students with disabilities. If necessary, students may also be placed in nonpublic special education programs or education facilities.

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY - (SEDOL)

The Special Education District of Lake County (SEDOL) is a supportive county agency organized to assist Lake County students identified as having a disability. Services come in the form of special classes, physical therapists, occupational therapists, tutors and psychologists. Programs are provided for students with physical disabilities, students with learning disabilities, and students with behavior disorders. Students suspected of having one of these disabilities are referred to the WSAT. If testing is necessary, the parents and staff complete a referral form. The District will conduct an appropriate case study evaluation. A Multi-Disciplinary Conference (MDC) is held with parents to determine an appropriate educational program for this student.

SPECIAL NEEDS OF CHILDREN

If you think your child (birth to 21 years) needs help in the areas of vision, hearing, behavior, learning, or experiences health or physical problems, contact your local school administrator. Registration is the first step toward obtaining these services. For further information, please call your school. Your public schools have classes and services extending from age 3 to 21 for children with special difficulties in these areas:

- Vision: Braille, large print books, talking books, tapes, typewriters and other special aids are used in the instruction of children who are blind or partially blind.
- Hearing: Special classes, tutoring, or visiting teachers, according to individual needs, are provided for children who are hard of hearing or deaf.
- Speech: Speech lessons are available in the regular school, in speech centers, or in other specially designated programs to meet the different needs of each child who has speech problems.
- Behavior: Counseling and special classes are designed to prevent problem situations and promote the adjustment of children with behavior difficulties.
- Learning disability: Whatever degree of special assistance necessary for them to function at their best level is given to children who have been diagnosed as having great difficulty in school due to a learning disability.
- Health or Physical areas: Special buses, ramps, and other physical aids give needs assistance to physically handicapped children. Traveling teachers visit children too ill to leave their homes or the hospital.

ANNUAL SCREENING PROCEDURES-MAINSTREAM TEACHERS

Teachers are to provide ongoing assessment throughout the school year to determine whether students have problems interfering with their academic progress. Assessment is not restricted to a specific time period. Teachers are to administer and evaluate each student's educational qualifications by using two or more of the following instruments:

- Achievement tests
- Teacher observation
- Teacher-made subject-oriented/curriculum-based tests
- Evaluation tests
- Diagnostic tests
- Any testing procedure that measures academic performance

Documentation can include records maintained in grade books, test results, anecdotal records, teacher observations, etc.

INTERVENTION PROCEDURES FOR STUDENTS ENROLLED IN SCHOOL

If a teacher determines that his/her strategies for remediation of the problem are unproductive, he/she may confer with the principal or designee and together they may determine strategies to be

tried to remediate the problem. If these intervention methods are unsuccessful, the teacher may conference with the Wauconda Student Assistance Team (WSAT) for additional strategies or possible evaluation.

WAUCONDA STUDENT ASSISTANCE TEAM (WSAT)

WSAT members may include the Director of Special Services, Special Services Coordinator, Building Principal, Assistant Principal, School Psychologist, Social Worker/counselor, Speech and Language Clinicians, Occupational Therapist, Hearing Specialist, Remedial Reading Teachers, Behavioral Specialist, Learning Disability Teachers, and Classroom Teachers.

REFERRAL PROCEDURE

A child may be referred to the WSAT when the child exhibits problems that interfere with his/her educational progress and/or adjustment. Referrals may be made by a teacher or other school district personnel, or by the parent of the child or other professional persons having knowledge of the child's academic/behavior problems if concentrated efforts for remediation of the problem have been unsuccessful. The referral will be made to the WSAT facilitator.

OTHER SERVICES

READING RESOURCE PROGRAM

District #118 elementary schools may provide a Reading Resource Program for those students who need extra help in reading. Students receiving instruction from this program meet daily or several times weekly in small groups or individually. These classes are in addition to the reading instruction in the classroom.

ENGLISH LEARNER STUDENTS

District #118 offers instruction for students who have limited-English speaking abilities. If you would like more information, please contact your school office.

NOTIFICATIONS REGARDING RELATED SERVICE LOGS

Students with disabilities may receive related services as part of their individual education programs (IEPs). Wauconda CUSD 118 will maintain related service logs that record the type and number of minutes of the related service(s) administered to such students. Copies of any related service logs will be available to parents/guardians at their child's annual review IEP meeting. Parents/guardians of students with disabilities may also request copies of their child's related service logs at any time.

ATTENDANCE

GENERAL INFORMATION

Regular and punctual attendance is essential to school success. We urge that no student be absent unless it is absolutely necessary. The Illinois School Code requires compulsory school attendance at a private or public school during the entire time school is in session, during the regular school term. The code states that pupils will be excused from school only for illness, family emergency, a death in the family, religious observance, or other circumstances beyond the control of the pupil. The Illinois School Board regulations concerning the calculation of student attendance is outlined below. The number of minutes a child attends a particular school day will determine whether it is counted as an absence, half day, or full day of attendance. These regulations also apply to “Late Start” Fridays. Parents are reminded that the fifty-minute lunch/recess is not counted when determining the total number of minutes a child spends in school.

If a student misses:

Grade	Days	Minutes Missed	Full Day, Half Day, or Absent
AM Half-day Kindergarten	M,T,W,Th	0-30 minutes	counted for a full day attendance
		31 minutes or more	marked absent all day
	Friday	0-15 minutes	counted for a full day attendance
		16 minutes or more	marked absent all day
Kindergarten First Grade	M,T,W,Th	0-105 minutes	counted for a full day attendance
		106-225 minutes	counted for half-day attendance
		226 minutes or more	marked absent all day
	Friday	0-75 minutes	counted for a full day attendance
		76-195 minutes	counted for half-day attendance
		196 minutes or more	marked absent all day
Second - Fifth Grade	M,T,W,Th	0-45 minutes	counted for a full day attendance
		46-195 minutes	counted for half-day attendance
		196 minutes or more	marked absent all day
	Friday	0-15 minutes	counted for a full day attendance
		16-165 minutes	counted for half-day attendance
		166 minutes or more	marked absent all day

REPORTING ABSENCES

The parent or guardian should call the school office on a day when the student is unable to attend school and state the reason for the student’s absence. The office will be open at 7:30 a.m. for any parent calls concerning student attendance. There is an answering machine at each school that will take attendance calls if you are unable to call during school hours. In order to help us monitor the transmission of various illnesses, we may require specific information regarding your child’s illness and reasons for your child’s absence.

State law requires the school to make a reasonable effort to account for all absent students if we do not receive a call within two hours of the start of school. If you do not have a phone, we suggest that a note be sent with a brother, sister, neighbor, etc., to inform us that your child is at home or at another location approved by you. If the parent or guardian cannot contact the attendance office, the student must present a written note from a parent explaining his absence the next morning.

RELIGIOUS OBSERVANCE

Students will be excused from school for religious observances provided that the following criteria are met:

1. A student shall be released from school for a day or a portion of a day to observe a religious holiday providing a letter requesting the student's absence written by the student's parent/guardian is given to the building principal prior to the day the student will be absent.
2. The principal will notify the student's teacher(s) of their absence prior to the date of that absence.
3. Teachers, as required by law, will provide the student an equivalent opportunity to make up any examination, study, or schoolwork.

SPECIAL ABSENCE

If an absence is necessary due to unusual circumstances, the parent or guardian should make arrangements in advance with the principal. We encourage the use of non-school days for out-of-town trips. **Teachers are under no obligation to provide schoolwork for students while they are away on a vacation.** Students who leave on a vacation for an extended period of time may face the following consequences:

- 1) possible failing grades due to missed instruction
and/or;
- 2) possible truancy complaint filed with the Regional Superintendent's office

TARDY TO SCHOOL

It is the philosophy of the District that it is important for all students to report to school on time. Students who arrive late to school disrupt the learning environment for their fellow students, negatively impact their own education by their absence and may set behavior patterns that result in a poor attitude about the importance of punctuality. **Students should be in class and ready to learn by 9:05 a.m. (9:35 on Fridays).** Students who fail to start on time are considered tardy to school. All late students need to be escorted into the building and signed in by the accompanying adult.

Tardy to school for students in Kindergarten through Fifth Grade will be addressed by the child's teacher or building administration on a case-by-case basis. Chronic tardiness to school could result in a referral to the Attendance and Truancy Division of the Lake County Regional Office of Education.

Note: The building administration reserves the right to excuse any tardy that was due to inclement weather or if the student's bus arrived late to school.

LEAVING SCHOOL EARLY

Parents should contact the school office in the morning or as soon as possible if a student must leave school early. Parents or their designee must sign the student out from the school office prior to leaving the school. Under no circumstances should a student leave the school grounds during the

school day without first securing permission from the office. Parents are encouraged to use out of school hours for any private lessons, dentist or doctor appointments.

ATTENDANCE AND TRUANCY

Please see Board Policy 7:70 under the section entitled, "School Board Policies"

HEALTH

HEALTH GUIDELINES FOR STUDENTS

Students should be kept home if they have: fever (>100°F); rash; sore throat with fever; persistent cough; nausea and vomiting; or diarrhea. Your child should be feeling well, free of fever, vomiting and diarrhea for at least 24 hours before returning to school following illness. Antibiotics for infections, such as strep throat, should be administered for 24 hours before returning to school. Any child attending school with a rash will need a note from the doctor. In addition, we continue to practice daily hand washing hygiene, which we stress throughout this school year. Please notify the nurse's office if your child has a contagious disease such as strep throat, chicken pox, ringworm, head lice, or pink eye. Also see Appendix A.

MEDICATION

Please adjust the timing of a child's medication—if at all possible—so that it can be taken at home. If an oral medication must be taken at school, **parents are required to fill out a school medication authorization form before sending the medication in a labeled pharmacy bottle.** Inhalers for asthma and Epi-pens for severe allergic reactions may be carried by the student if the physician and parent have completed a self-carry medication form. Medical forms are available at the school office and are necessary before school personnel can administer prescribed medication. More information on the administration of medicines can be found in the district policy section.

ILLNESS AND INJURY

To implement the health program, the Board of Education has employed a school nurse and health aides. There is a full time nurse from 8:30 am to 4:00 pm each school day. The nurse is trained in first aid and CPR and does not diagnose or give treatment for anything but first aid needs. Students needing a medical diagnosis or treatment should be taken to the family doctor. Health rooms have been provided to care for children who become ill at school. When a child becomes ill or injured at school the parents will be contacted and asked to pick the child up from school if he/she is no longer able to continue in school for the remainder of the day. Please have available an emergency number. If a child is injured and needs medical attention, the paramedics will be called. Injuries that occur at home or outside of school will NOT be treated at school. If your child appears to be ill before school, please consider keeping him or her home. Children with a temperature above 100 degrees should not come to school.

MEASLES

In the event of a case of measles in school, any student who has not presented proof of immunization will not be allowed in school until the school receives acceptable proof of immunization. Students who have medical or religious exemptions will not be allowed in school until 21 days after onset of the last reported measles case pursuant to the District's physical examination and immunization policy.

CHRONIC COMMUNICABLE DISEASES

Any student who has a chronic communicable disease or is a carrier of a communicable disease shall be provided a free and appropriate education in the least restrictive placement. A student who has a chronic communicable disease or is a carrier of a communicable disease may attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease and /or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the restrictive setting. If a student is required to be placed in

a non-school setting, an appropriate education program shall be developed and provided to the student.

COMMUNICABLE DISEASES

The following diseases are contagious and require a doctor's note before a student may be admitted to class: Diphtheria, Hepatitis, Meningitis, Polio, Whooping Cough (Pertussis), Ringworm, Impetigo, and Conjunctivitis (Pink Eye). Chicken Pox, Measles, Mumps, German Measles (Rubella) Strep Throat, and rashes of undetermined origin are considered communicable diseases.

Head lice are also contagious and can happen to anyone. It is suggested that students do not share hats, combs, or brushes in order to prevent the spread of head lice. See School Board Policy 7:280 Exhibit AP2.

For more information, please call the school health office. A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies.

DENTAL AND PHYSICAL EXAMINATIONS

According to District #118 policy and the School Code of the State of Illinois, parents of students entering school for the first time, entering kindergarten or entering sixth grade, must furnish proof that the child has had a physical examination within one year and that he/she is in compliance with all state statutes pertaining to immunization for communicable diseases. First graders who have not attended kindergarten must also meet these requirements.

No student, regardless of grade level will be allowed to enter school unless there is a physical form on file and the record of immunizations is completed and in compliance with Illinois law. Students not in compliance will continue to be excluded from school until medical requirements have been met.

Students who transfer in from out of state at any grade level must have had a physical examination within one year prior to the start of school, and must also show proof of compliance with state immunization statutes. Students from out of state will have 30 days to comply with this requirement.

- **Children entering grades fifth through twelfth are required to complete the Hepatitis B series.**
- **Dental examinations are now required in grades kindergarten, second and sixth.**
- **Vision examinations are also now required in kindergarten and for any student who is new to Illinois.**

Also see Board Policy 7:100 under the section entitled, "School District Policies".

PHYSICAL EDUCATION EXCUSES

If a student is physically unable to participate in P.E., he/she is to bring a note, explaining the nature of his/her illness. Extended absences (more than 3 days) from P.E. will need a doctor's note. P.E. is an important part of the curriculum and should not be missed for minor illness, such as colds, that are not serious enough to keep a child out of school.

If a child is excused from P.E., he/she will not be allowed to participate in recess, but will be allowed to go outside for fresh air.

SCREENINGS

Throughout the course of the school year various screenings occur. Vision and hearing screening is conducted in each school for grades mandated by the state of Illinois. This is only a screening and does NOT determine your child's need for glasses, hearing aides or other treatment. Parents whose children have failed two screenings on different dates will be notified in writing. It is the parents' responsibility to follow up with a health care provider.

Students' heights and weights may be measured in the fall and spring of the school year. This is done in a confidential manner.

SAFETY

CHILD ABUSE

According to The Abused and Neglected Child Reporting Act, 325 ILCS 5/1, all school personnel, including, but not limited to, teachers, counselors, social workers, nurses, psychologists, and administrators who have reasonable cause to suspect that a student may be an abused or neglected child are **required** to immediately report such a case to the Illinois Department of Children and Family Services. In such a situation, the staff member shall notify the Superintendent that a report has been made. The District will make every effort to support its staff and students in the reporting of suspected cases of child abuse and/or neglect.

VIDEO SURVEILLANCE

Students, parents, and visitors should be aware that video cameras record 24 hours a day in various locations throughout the building. Video cameras may be used as necessary in order to monitor conduct and maintain a safe environment for students and employees. Video cameras will not be placed in restrooms, locker rooms, changing rooms, or any other location prohibited by law. Students may be disciplined in whole or in part on video recordings evidence of misconduct.

DISTRICT 118 EMERGENCY AND DISASTER MANAGEMENT/SAFETY PLANS

Student safety is our District's top priority. In addition to physical safety, the District is concerned with students' emotional well being and will help students cope with an emergency or disaster and its aftermath. The following outlines our emergency and disaster response plans.

See Board Policy 4:170 under the section entitled, "School Board Policies".

LUNCH/BREAKFAST

HOT LUNCH

A hot lunch program is available for students. The objective of this lunch program is to provide warm, nutritional lunches to children. Milk is included with hot lunch. A monthly menu is attached to monthly school newsletters with menu offerings. The cost of each lunch is \$3.50.

Children may use their lunch tickets at any time during the school year. Many families choose to send lunch from home on days when a particular menu item is not compatible with a child's personal preferences. If you choose to send a lunch from home, please make every effort to select items that ensure good nutrition.

BREAKFAST

The cost of breakfast will be \$2.00 and will be available for purchase from 8:50 – 9:05 am, Monday – Thursday and 9:20 – 9:35 am on Fridays.

SPECIAL LUNCHES

Students are asked not to have lunch from a fast food restaurant, soda pop, or energy drinks at school because it creates a disruptive influence in the cafeteria and it may make some students feel poorly about their packed lunch and/or school lunch. In the event a special lunch is brought to school, the student will eat in an alternate location.

MILK

Milk is available for those who bring their own lunch. Milk costs \$0.55 per carton. If a child is eligible for the free or reduced federal lunch program, milk is available at no charge when the student takes a complete lunch. If milk is purchased separately (without a complete lunch), each student, regardless of free or reduced lunch status, is charged \$0.55 per carton.

FREE/REDUCED LUNCHES & BREAKFAST

Students whose families are considered low income under federal standards, qualify for free or reduced-price meals. Applications are available in the school office.

CAFETERIA RULES

Students are expected to conduct themselves in a manner consistent with our school Values during lunch. Students may bring lunch from home or they may purchase lunch from the cafeteria. Chocolate and white milk are available for purchase as well. Lunch purchased in the cafeteria may not be exchanged for a different choice. The kitchen staff prepare only enough servings based on student choices in the morning. We encourage students not to waste food. If food is not eaten, it may be brought home or eaten for snack. Parents are not permitted to bring lunch from outside vendors (ie.: McDonalds, Subway, etc.), nor may food be delivered. Parents are not permitted to visit school to have lunch with their child.

Cafeteria rules:

- Walk into the lunchroom and go directly to your seat, table, or lunch line.
- Raise your hand and ask permission before leaving the table.
- Cooperate with Lunch supervisors and listen carefully to instructions.
- Wait politely at your table and in line.
- Talk quietly and politely at your table and in line.

- Use good manners when eating.
- Please, do not share or trade food.
- Stay in your seat, except to throw away garbage.
- Work as a class team to make sure that your table area is clean before leaving.

WATER BOTTLES

In multiple hallways around the school, we have water filling stations which dispense filtered water. Students are encouraged to bring their own water bottles to school. Please label the bottle with your child's first and last name. Only water is permitted in classrooms. Sport drinks are permitted in lunchboxes only.

RECESS

Students are expected to conduct themselves in a manner consistent with our school Values during lunch and while at recess. The most important rule is to listen to the lunch/recess supervisors.

Recess rules: Be Responsible, Be Respectful, and Be Safe

- Keep hands and feet to oneself.
- Stop swinging before getting off the swing.
- Only slide down the slide on your bottom, feet first, one at a time.
- Take turns using all equipment.
- Travel in one direction only, while on the equipment.
- Throw balls or equipment appropriately.
- Throwing snow/snowballs is prohibited.

Dangerous/Prohibited Recess Items:

Items that compromise the safety of children which are not permitted may include but are not limited to:

- Golf balls
- Hard balls such as baseballs, softballs
- Racquet balls
- Hand balls
- Super balls
- Skip-It
- Any balls or items from home or from the classroom

OUTDOOR RECESS

We encourage all students to come to school dressed properly. Weather permitting, we go outside for lunch recess everyday. Students may be outside before and after school. Proper snow gear is important during winter weather. Students dressed properly, in hats, gloves, coat, boots and snow pants, may be allowed to play in the snow. Students without these items will be required to remain on the blacktop area only during recess.

INDOOR RECESS

During inclement weather, administration will determine if students will have recess inside the building in their classrooms or combined with another classroom. Students are not allowed to use computers or chromebooks during indoor recess.

STUDENT APPEARANCE

(See Board Policy 7:160 at the end of this student handbook.)

(Text below is from Board Policy 7:160 AP1 Administrative Procedures)

Student appearance and dress should be in a manner that is consistent with the basic mission of the School District. Therefore, student dress shall not (a) cause substantial disruption of the proper and orderly operation and discipline of the school or school activities; (b) violate the rights of others; (c) be socially inappropriate or inappropriate due to the maturity level of the students; or (d) violate reasonable standards of health and safety.

The following are examples of dress that would violate this policy. This list is not all inclusive.

- Head coverings (excluding those for religious purposes), hats, outside coats, jackets, and sunglasses. (The building administration may waive a portion of this rule).
- Immodest and revealing clothing such as see through clothing, cut-off T-shirts or short-shorts.
- Clothing or jewelry, which promotes use of alcohol, tobacco, drug consumption, or violence.
- Obscenities, vulgarity or sexually explicit signs, pictures or emblems on clothing.
- Clothing, jewelry, emblem, badge, sign or other thing, which is evidence of membership or affiliation with any gang.

Furthermore, at Grades 5-12 the following guidelines must be followed:

From the shoulder to mid-thigh, all skin and underwear must be covered by clothing, and tops must have a strap on each shoulder that is not less than 1" wide. Additionally,

- Layering is appropriate where the above restriction is followed.
- Pants/shorts/skirts/etc. must cover the students' respective undergarments, and tops must cover the students' respective undergarments.

Examples of unacceptable wear:

- Tops with spaghetti straps.
- Tops whose neckline falls below an imaginary horizontal line drawn between the two armpits.
- Halter tops, tube tops, one shoulder tops.
- Tops whose bottom hem does not overlap with the pants/skirt/shorts.
- Shorts or skirts that do not cover to mid-thigh.
- Shorts, skirts or pants that are worn in a manner that does not completely cover undergarments.
- Clothing that is so tightly fitted or so sheer that it reveals undergarments.

Any staff member that views any item of clothing inappropriate for school shall request the student to turn the item of clothing inside out or change into a different article of clothing in order to provide a safe, appropriate learning environment. A discipline referral will be initiated if a student does not comply with these rules or if it is required to call a parent to bring alternate clothing for the student to school. The building administration will address all discipline referrals and is the final authority for judging the appropriateness of a student's appearance and/or dress.

DISCIPLINE

Conduct Expectations

- *Everyone is entitled to a safe, secure, and orderly environment in which to learn and play.*
- *Student growth and development is achieved through positive and successful experiences.*
- *Conflict can be resolved in a positive and affirming manner.*
- *High expectations, and dignified and respectful behavior by all, create a secure and successful climate.*

CONDUCT EXPECTATIONS

We believe that students must have a positive attitude toward themselves, others and school, for learning to occur. During these years, as students are developing, conduct expectations are based upon our Bulldog Values. We have integrated these Values school-wide to help students understand the expectations that have been set in various settings. Success in school depends upon the staff, the students, and the parents. We need your help encouraging appropriate behavior and concern for the safety of all and we would appreciate your help emphasizing our Bulldog Values.

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| Value 1 | We treat others with kindness with our words and body. |
| Value 2 | We follow directions quickly. |
| Value 3 | We respectfully raise our hand and wait to speak. |
| Value 4 | We are focused learners and considerate of others |
| Value 5 | We are leaders in our classroom and our school. |

BULLYING

Wauconda Community Unit School District 118 is committed to creating a safe and respectful environment for learning. Bullying is NOT accepted in our school. Working together, staff, students, and parents will make our school a Bully Free Zone by promoting a better understanding of the problem, setting clear expectations and rules, and creating solutions.

A person is being bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more persons. A negative action is considered as intentionally inflicting physical injury or emotional pain upon another person through words or actions.

Please refer to Board Policies 7:180 & 7:20 at the end of this student handbook.

THREATS TO OTHERS

Threats of violence of any kind by a student or other persons are taken seriously, and will result in consequences for the person making the threat. Consequences may include suspension and/or expulsion from school or school activities. In addition, school counseling may be required as a condition for the return of the student.

VULGAR AND ABUSIVE LANGUAGE

Indecent gestures, profanity and vulgar language are not tolerated in the school, on school property or at school sponsored activities. Use of vulgarities is not conducive to the best educational atmosphere. Violators may be subject to consequences per administrative discretion.

PERSONAL PROPERTY

The school district cannot be liable for damage to or the theft of personal property on the school premises. School insurance covers only articles that are the property of the school district. Most of our students are honest and do not take things that don't belong to them. It is very important, however, for each person to keep very close watch over valuables such as money and jewelry. Students involved in theft or possession of stolen property will be disciplined appropriately.

VANDALISM AND THEFT

All students must demonstrate respect for individuals and community owned property. Students who engage in acts of vandalism or theft will be subject to disciplinary action per administrative discretion. Students may be held financially responsible for any damages or required to clean up property which has been defaced.

NUISANCE ITEMS

In this section, we try to be as thorough as we can in identifying items that detract from our educational focus or that compromise the safety of children. At times during the school year, it may be necessary to make additions to the following list. We appreciate your patience and understanding as we continue our efforts to promote a positive atmosphere throughout District #118. Items that may detract from the safety of the students may include but are not limited to the following: laser pens, guns or any item that mimics a gun; also any item that is or resembles ammunition such as: bullets (spent or unspent) including paint balls, knives or utensils that convert to knives.

Items that should remain at home include toys, trading cards, trading collectables, make-up items, balloons, and rubber bands as these divert the purpose of the learning environment. Electronic devices including, but not limited to the following: **CD players, MP3 Player, cassette players, cameras, radios, pagers are strictly forbidden at school** unless the Principal or his/her designee has made special provisions. For further information regarding electronic devices, please refer to the "Electronic Devices" section of the handbook.

Due to various safety issues with the popular *Heely* type/brand of shoes, our school's policy is that the wheels must be removed from the shoes while on school property.

Cell phones may be considered a nuisance item if not used in accordance with board policy 7:190 found in the section entitled, "School District Policies". In addition, smart watches may not be used as a cell phone during school hours.

FORGERY

Forgery includes: changing the time/date or otherwise altering a pass, forging the name of school personnel, parents or guardian, or altering a school-related document in any way. Students will be referred to the office for disciplinary action.

PLAGIARISM

Cheating, copying work, or literary theft is unacceptable. Teachers or administrators will handle instances of plagiarism as a matter of school policy.

PUBLIC DISPLAY OF AFFECTION

In order to maintain a healthy school climate for all students, public displays of affection are not permitted. The student will be asked to stop. Repeated offenders will be referred to the office.

CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES

The Building Principal and Athletic Director, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy. These rules shall (1) require participants in extracurricular activities to conduct themselves at all times, including after school and on days when school is not in session, and whether on and off school property, as good citizens and exemplars of their school, and (2) notify participants that failure to abide by them could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board of Education. All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy.

STATEMENT OF UNDERSTANDING

The following pages summarize various rules, student infractions and proposed disciplinary measures. Wauconda School District 118 administration and Board may discipline any other gross disobedience or misconduct, however, and may impose any level of discipline appropriate to the circumstances, up to and including expulsion, even if such discipline is different than that stated in this handbook.

OTHER RULES

CLASSROOM RULES

Each teacher will post the classroom rules. Whenever possible, students will be involved in defining acceptable standards of behavior that reflect the school's emphasis on the Bulldog Values.

BUS SAFETY RULES

Please refer to "Bus Safety Rules" under the section entitled "TRANSPORTATION".

HALLWAY RULES

1. Follow guidelines set by our Bulldog Values.
2. Act safely in the hallways by walking and keeping your hands, feet, and objects to yourself.
3. Talk in quiet voices at all times.

CAFETERIA & PLAYGROUND RULES

Cafeteria rules can be found in the Lunch/Breakfast section and Playground rules can be found under recess section.

BEFORE OR AFTER-SCHOOL DETENTION

Either a classroom teacher or an administrator may assign a student a detention. After-school detentions will be assigned as a disciplinary measure for serious and repeated behavior that violates school rules. Parents will be asked to arrange transportation home for any child assigned to an after school detention.

STUDENT DISCIPLINE

Please refer to Board Policy 7:190 under the section entitled, "Student Behavior".

MINOR AND MAJOR REFERRALS

To support consistency in how student behaviors are addressed within the elementary schools, we have created a matrix which articulates the difference between minor behaviors which are typically managed in the classroom versus major behaviors that require a referral to administrators in the office.

<u>MINOR</u> Classroom Managed (examples)	<u>MAJOR</u> Classroom Managed &/or Office Managed (examples)
Play Fighting Inappropriate Language Teasing Defiance/Disrespect/Noncompliance Throwing Objects Electronic Violation Disruption Tattling	Physical Aggression Harassment/Bullying/Verbal Threats Inappropriate Contact/Touching Forgery/Stealing Lying/Cheating Property Damage/Vandalism Property Misuse Weapons Out of Bounds/Inappropriate Location

MINORS (Classroom Managed):

Minors are written by staff and may have classroom managed consequences. Staff may contact parents regarding minors or other behaviors. Minors written by Lunch Supervisors will be managed by administration. When a student earns a minor, it is an opportunity to implement a Tier 1 tool. Using restorative justice provides the student an opportunity to repair the relationship with staff and/or student(s).

MAJORS (Classroom Managed and/or Office Managed):

Majors are entered in PowerSchool and then referred to Administration for processing and review. Administration will speak with students and may call or email parents. Referral data is used to determine entry and exit into further tiered interventions.

TRANSPORTATION

BUS TRANSPORTATION

Bus transportation is provided by the state through reimbursement to District #118 for pupils living one and a half miles or more from school. The buses are carefully inspected to ensure the safety of the riders. Annual bus safety drills are held early in the school year. We ask your cooperation in urging pupils to follow the safety directions given to them. In the winter, if snow is piled at a bus stop due to the plowing of a road, please contact the village or township highway department to remove the obstacle.

Please Note: Provisions can be made for transportation to a permanent babysitter or daycare facility on a consistent five-day-a-week basis **only**.

Parent consent is required anytime a child deviates from their regular means of daily transportation. Please send in a written note or call the office prior to 2 pm if there will be any changes in afternoon pick up. As an example, if a student typically takes the bus home, parents must give consent for them to walk home or get a ride from a neighbor/friend. .

CARRY-ON ITEMS

The following items should be transported to school by a parent: large projects, heavy items, birthday snacks, and large bottles of juice. If a student must carry them, they must be able to store them in their backpacks or hold them on their laps and be able to manage them while getting on and off the bus. The drivers and/or aides cannot be responsible for managing these items. Wheeled backpacks will no longer be allowed on the bus.

When at all possible the use of umbrellas should be avoided when riding the bus. Raincoats or rain hats are a safer choice for students who ride the bus to school. Students bringing umbrellas on the bus pose a potential danger to other students. If students do bring umbrellas on board, they must be retracted and stowed in a backpack and kept in the backpack until the student disembarks the bus.

BUS SAFETY RULES

The rights of all pupils riding a school bus are subject to their good behavior and the observance of basic rules. SAFETY requires complete cooperation.

1. The driver is in full charge of the students.
2. Students are to be at their designated bus stop five minutes before their scheduled pick up time. Buses cannot wait for habitually late students or at any highway/high traffic area stops. Students may not get on/off at any stop other than their designated one and will only ride their assigned bus unless the principal gives permission to do otherwise. Do not ask the driver to stop at places other than designated bus stops; they are not allowed to do so.
3. Students will remain off the road when waiting for the bus to arrive. Students will not approach the bus until it has completely stopped. Students crossing the road must wait for the bus driver to signal them to cross. They must cross ten feet in front of the bus. Students not crossing (PM) must wait back away from the bus and wait until the bus has pulled away before proceeding home unless otherwise directed by the bus driver.
4. Students will go directly to a seat and stay seated. Students must stay on the bus once boarded. The bus driver will assign seats to K-5th grade students.
5. Students will keep all parts of their body and belongings inside the bus. All students must be properly dressed including a shirt and shoes. Shoes may not have cleats of any type.

6. The windows may be lowered, with the bus driver's permission and then only down to the black line.
7. Throwing anything inside or out of the bus is prohibited. Trash containers are provided on all buses. All personal items are to be held securely in the student's lap.
8. Normal conversation is encouraged. No loud talking, yelling, or any whistling is allowed. Refrain from unnecessary conversation with the bus driver when the bus is en route.
9. Absolute quiet is required at all railroad crossings and some dangerous intersections. Remain quiet until the bus has cleared the area.
10. No eating or drinking on the bus. All food or beverage must be packaged (i.e.: inside lunch sacks/box or book bags). No GLASS of any kind is allowed.
11. No items may be brought on the bus that may detract from the safety of the students which may include but are not limited to, laser pens, cell phones, any item that resembles a gun, knife or other weapons. No matches, sharp objects, fireworks, animals, fish, bugs (alive, dead, or fake) are permitted on the buses.
12. No tobacco/cigarettes, alcohol, drugs are allowed.
13. No spitting of any kind will be tolerated.
14. Any student medication being brought to school, prescription/over-the-counter, should be in non-glass containers and kept securely in a book bag or other safe place so as not to be shared/tampered with by other students.
15. The aisle and exits of the bus must be clear at all times. No equipment will be allowed to block the driver's view. Emergency Exit door is to be used only during drills, actual emergencies, or for trip equipment that will not fit through the entrance door.
16. CD players, MP3 players, iPods, handheld game systems, and other electronic devices are not permitted in the school buildings, so therefore are not permitted on the buses unless approved by building administration.
17. Do not tamper with any of the bus equipment - radio, switches, seats, fire extinguisher, or the driver's personal property. Do not lean on or touch the outside of the bus mirrors. Any damage to the bus and/or equipment, whether accidental or deliberate, will result in disciplinary measures including restitution of repair costs.
18. No fighting, harassing of others, obscene or unacceptable writings, pictures, language, gestures, reading material or similar behaviors will be tolerated.
19. Students will follow all driver directions/instructions in a cooperative and respectful manner.

BUS CONDUCT

All students must follow the District's School Bus Safety Rules.

School Bus Suspensions

The Superintendent, or any designee as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy 7:190, Student Behavior.
2. Willful injury or threat of injury to a bus driver or to another 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 or other supervisor.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days

for safety reasons. The District shall provide the student with notice of the gross disobedience or misconduct and an opportunity to respond. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

ACADEMIC CREDIT FOR MISSED CLASSES DURING SCHOOL BUS SUSPENSION

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

ELECTRONIC RECORDINGS ON SCHOOL BUSES

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

REVIEW OF ELECTRONIC RECORDINGS

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, law enforcement officer working in the District, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to law enforcement officers working in the District and District personnel. These individuals must have, (1) a law enforcement, security, or safety reason, or (2) a need to investigate and/or monitor student or driver conduct. A written log will be kept of those individuals viewing a video recording stating the time, name of individual viewing it, and date the video recording was viewed.

If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

NOTICE OF ELECTRONIC RECORDINGS 720 ILCS 5/14-3(m).

The Eavesdropping Act exempts electronic recordings on school buses from its coverage when transportation is provided for a school activity, provided the School Board adopted a policy authorizing their use. Notice of the adopted policy regarding video and audio recordings shall be: (1) clearly posted on the front door and interior of the school bus, (2) provided to students and parents/guardians, and (3) included in student handbooks and other documents.

DISCIPLINE PROCEDURE

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. The bus driver, whenever possible, will either warn the student, talk with the student

regarding her/his behavior, use assigned seats, or change an assigned seat in an effort to correct the student's behavior before filing a bus discipline notice.

EXTRA RIDER EMERGENCY INFORMATION

Concerns have arisen about students riding on different buses in order to get to another child's home after school. In many cases, our buses are already filled to capacity. In addition, increased liability, especially in the event of an accident, has added to these concerns. Therefore, a new procedure has been established for all District 118 buildings.

1. The parent or guardian must make a formal request through a written note. Please be sure to include a phone number where the parent or guardian can be contacted. If a note is sent with the child requesting the need to go home on a different bus, the child should present the note, first thing in the morning, to the classroom teacher or to the school office for approval from the building Principal or Assistant Principal.
2. Transportation changes will only be considered for true emergencies. Prearranged doctor appointments, playdates, birthday parties, and the like will not be considered as reasons that warrant a change in buses.
3. The principal will contact Transportation regarding the request.
4. If the request is honored, Transportation will fax an "Emergency Rider" form to the building Principal or Assistant Principal.
5. If the request is denied, the parent and child will be notified.
6. The Emergency Rider form will be given to the student to use as a bus pass for the driver of the bus.

This procedure will also enable the Transportation Department to maintain emergency information on board the buses in the event of an accident.

SCHOOL BOARD POLICIES

Board Policy 2:260

UNIFORM GRIEVANCE PROCEDURE

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

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et. Seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act). 42 U.S. C. §2000e et seq.;
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
7. Bullying, 105 ILCS 5/27-23.7; Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs.
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112; or
12. Provision of services to homeless students.
13. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA). 410 ILCS 513/and Titles I and II of the Genetic Information Nondiscrimination Act (GINA). 42 U.S.C. 8200ff et seq.)
15. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will attempt to resolve complaints without resorting to this 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 hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business day" means days on which the District's main office is open.

1. Filing a Complaint

- A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

2. Investigation

- The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

- The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.
- Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

- Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.
- Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.
- Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information.
- Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

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

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator, may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator and Complaint Manager:

Name	<u>Cameron Willis</u>
Address	<u>555 N. Main Street, Wauconda</u>
Telephone No.	<u>847/526-7690</u>

Complaint Manager:

Name	<u>Dr. Julia Nadler</u>
Address	<u>555 N. Main Street, Wauconda</u>
Telephone No.	<u>847/526-7690</u>

Board Policy 4:170

DISTRICT 118 EMERGENCY AND DISASTER MANAGEMENT

Student safety is our District's top priority. In addition to physical safety, the District is concerned with students' emotional well-being and will help students cope with an emergency or disaster and its aftermath. The following outlines our emergency and disaster response plans.

Safety Plans

The District has plans for all four phases of emergency and disaster management:

1. Preparedness – planning for an emergency or disaster event;
2. Response – planned response to an emergency or disaster event;
3. Recovery – the process of returning to normal operations; and
4. Mitigation – steps taken to minimize the effects of an emergency or disaster.

These phases are covered in the District's Emergency Situation Guidebook and Crisis Management Plan.

Communications

The District monitors the Homeland Security Office and other emergency preparedness resources, such as local police and fire departments. The District will disseminate emergency information via individual schools and/or through the media.

Emergency Responses

Emergency responses will depend on the circumstances and may include evacuation or lockdown. For evacuation purposes, each school has at least one off-campus site where students and staff assemble to be accounted for and temporarily housed. During a lockdown, no one may enter or leave the building until it is safe to do so.

In the event your child's school is evacuated, the school will attempt to notify you as soon as possible at the home and/or emergency telephone numbers on your child's registration card. The school may also notify news media and place the information on the individual school's voicemail or answering machines.

Board Policy 6:60

INSTRUCTION

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction.

In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.

2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and, for those students entering the 9th grade in the fall of 2016 and each year after it, one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in

at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, including worker safety in those zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate Board policy 6:235, *Access to Electronic Networks*, and at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
7. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include examples of behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
8. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
9. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the

Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see Board policies 6:310, *High School Credit for Non-District Experiences: Course Substitutions: Re-entering Students* and 7:260, *Exemption from Physical Education*.

10. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) personal health habits, (d) dangers and avoidance of abduction, (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades, and (f) in grades 6-12, the dangers of fentanyl. The Superintendent shall implement a comprehensive health education program in accordance with State law.
11. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program *that* provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels. In grades 6-12, students engage in career exploration and career development activities to prepare them to make informed plans and decisions about their future education and career goals. In grades 9-12, a College and Career Pathway Endorsement is awarded to students who meet the requirements for a specific endorsement area.
12. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
13. In grades 9 through 12, intensive instruction in computer literacy, which may be included as part of English, social studies, or any other subject.
14. In grades 9 through 12, a unit of instruction to media literacy that includes, but is not limited to, all of the following topics: (a) accessing information to evaluate multiple media platforms and better understand the general landscape and economics of the platforms, and issues regarding the trustworthiness of the source of information; (b) analyzing and evaluating media messages to deconstruct media representations according to the authors, target audience, techniques, agenda setting, stereotypes, and authenticity to distinguish fact from opinion; (c) creating media to convey a coherent message using multimodal practices to a specific target audience that includes, but is not limited to, writing blogs, composing songs, designing video games, producing podcasts, making videos, or coding a mobile or software application; (d) reflecting on media consumption to assess how media affects the consumption of how it triggers emotions and behavior; and (e) social responsibility and civics to suggest a plan of action in the class, school, or community for engaging others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason.
15. In grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. *Computer science* means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications, e.g., keyboarding or accessing the Internet.
16. In all schools, environmental education including instruction on: (a) the current problems and needs in the conservation of natural resources; and (b) beginning in the fall of 2026, instruction on climate change.

17. In all schools, instruction as determined by the Superintendent or designee on United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics, (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, (h) the contributions made to society by Americans of different faith practices, including but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) beginning in the fall of 2024, the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

18. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
19. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, the Native American genocide in North America, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
20. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
21. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the student of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.
22. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.
23. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
24. In all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.
25. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005
Pub. L. No. 110-385, Title II, 122 stat. 49096 (2008), Protecting Children in the 21st Century Act.
47 C.F.R. §54.520
5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

105 ILCS 5/2-3.80(e) and (f), 5/10-20.79, 5/10-20.84 , 5/10-23, 13, 5/27-3, 5/27-3.5 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-24.1, and 5/27-24.2,

105 ILCS 110/3, Comprehensive Health Education Program.

105 ILCS 435/, Vocational Education Act.

625 ILCS 5/6-408.5, Ill. Vehicle Code.

23 Ill.Admin. Code §§1.420, 1.425, 1.430, and 1.440.

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior); 7:260 (Exemption from Physical Education)

ADOPTED: December 19, 2024
6:60

Board Policy 6:120

EDUCATION OF CHILDREN WITH DISABILITIES (POLICY 6:120)

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

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

A copy of the publication, “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities,” is available on the district’s website or can be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a

physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the building principal or Director of Special Services if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Special Education Eligibility

Students of the District may be found eligible for special education services under the following categories:

Autism, Deaf-Blindness, Deafness, Emotional Disability, Hearing Impaired, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment and Developmental Delay.

Each child is entitled to nondiscriminatory evaluation for each suspected, identified and diagnosed disability. District procedures include the use of Multi-Tiered System of Support (MTSS) as part of the identification process for a specific learning disability. MTSS is the practice of providing high quality instruction and interventions matched to student need, monitoring progress frequently to make decisions about changes in instruction and educational decisions related to special education. In the most recent reauthorization of IDEA (2004), the process for identifying students eligible under the Specific Learning Disabilities (SLD) category changed significantly from over 30 years of practice. The most noticeable changes include the removal of the requirement to consider a severe discrepancy between achievement and intellectual ability, and the inclusion of the requirement that a local education agency may use a process which determines if a child responds to scientific, research based intervention as part of the evaluation process. This process is most commonly referred to as Multi-Tiered System of Support (MTSS). A multi-disciplinary conference involving parents, teachers, and all members of the evaluation team review and determine eligibility based on MTSS data. Special education and related services for IDEA-eligible students are provided as outlined within a student's Individualized Education Plan (IEP).

Wauconda CUSD 118 conducts a general screening for preschool children ages three to five at least two times a year for children residing in the District 118 community. Registration is required prior to the screening. Call 847-526-7950, ext) 9208 for more information. All other students are screened on an ongoing basis, services are provided based on need rather than waiting for students to fail before high-quality interventions can be used, and an accountability system ensures frequent progress monitoring that informs changes in both the type and intensity of programming.

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act, may qualify for services under Section 504 of the federal *Rehabilitation Act of 1973* if the student: (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Questions about the identification, assessment and placement of students, or a potential referral for special education services, should be directed to the Director of Student Services.

Any parent, staff member, or student may request an evaluation to determine a student's potential eligibility for special education services. Written requests should be directed to the student's teacher or building principal. Additional information is available by contacting the Director of Special Services.

Special Educational Services

Wauconda CUSD 118 provides a full continuum of services and placements for students ages three through twenty-one who are eligible to receive special education services under the Individuals with Disabilities Education Act (IDEA). Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the current school year. District 118 coordinates and maintains specific procedures for referral, evaluations, programming, and placement. Special education and related services for IDEA-eligible students are provided as outlined within a student's Individualized Education Plan (IEP).

Parents will be invited to participate in an annual review of their child's Individual Educational Program (IEP) with full access to the child's records and confidentiality as to their contents. If the parents' or child's primary language is not English, the child is evaluated by qualified personnel in his/her primary language and an interpreter and translated documents may be provided if requested.

Students found eligible for special education and related services under the IDEA may be served within a variety of educational settings. The continuum of services and placements includes, but is not limited to, support in the general education environment, special education resource and instructional courses or other public or private special education schools approved by the Illinois State Board of Education to serve students with disabilities, as well as related services that students may require to benefit from their special education. Public funds will pay for the child's tuition to a public or private special education school only if it is determined as being appropriate, in the least restrictive environment, and is on the state of Illinois approved list. If the parents disagree with the Individual Educational Program proposed for their child or are dissatisfied with his/her present placement, or have been denied any of their rights, they have the right to an impartial due process hearing. The Illinois State Board of Education appoints an impartial hearing officer to hear both sides and renders a recommendation to the local education agency.

For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

Notice Regarding Students with Disabilities

Notice Regarding Students with Disabilities: House Bill 5770, which became law on August 28, 2018, requires that, beginning with the 2019-2020 school year, a school board posts on its internet website and incorporates into its student handbook or newsletter notice that students with disabilities who do not qualify for an IEP may qualify for services under Section 504 of the 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.

Parents are entitled to receive a copy of the Notice of Procedural Safeguards for Parents/Guardians of Students with Disabilities annually and will be reviewed with the parent at the time of the multi-disciplinary conference. Parents may request a list of free or low cost legal services through the Department of Student Services.

A temporary Special Education Record is also kept for all children referred for a case study evaluation and/or who receive special education services. This consists of referral information, observation and screening data, psychological evaluations, staffing and progress reports, reports from physicians and other agencies having direct contact with the student and other verified information deemed relevant to the

education of the student. This record is housed in the Special Services Office at the District Office for Wauconda CUSD 118. Annual notification shall be made to all residents of Wauconda by the publication of this notice each year.

Questions regarding special education or student services in Wauconda District 118 should be directed to the appropriate individual based on your child's grade level.

Preschool:

Kelly Plunk, Director of Special Services Pre-K

847-526-7950, ext) 9203

Elementary:

Erin Marquard, Director of Special Services K-5

847-526-7950, ext) 9202

Middle School

Heather Fontanetta, Director of Special Services 6-12

847-526-7950, ext) 9209

High School

Jes Schuessler, WHS Special Education Department Chair

847-526-7950, ext) 1155

Director of Specialized Programs

Kristen Bordonaro

847-526-7950, ext) 1155

504 Coordinator

Melissa Hanes

847-526-7950, ext) 9206

Again, a complete copy of the Illinois State Board of Education “A Parent’s Guide: The Educational Rights of Students With Disabilities” is linked [here](#). You are urged to consult this document should your child be considered for special educational services. The Director of Special Services will review this with you.

PUNS (Prioritization of Urgency of Need for Services)

Database Information for Students and Parents or Guardians

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

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

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

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

The District has designated one employee at each school to provide information about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it. For more information, please contact Ms. Heather Fontanetta, Director of Special Education 6-12, at hfontanetta@d118.org for assistance.

Availability of Related Service Logs

Students with disabilities may receive related services as part of their individual education programs (IEPs). Wauconda CUSD 118 will maintain related service logs that record the type and number of minutes of the related service(s) administered to such students. Related services for which a log will be maintained are speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Access to Student Records

Parent(s)/guardian(s) have the right to review and copy their student's school student records prior to any special education eligibility or IEP meeting, subject to the requirements of applicable Federal and state law. Parent(s)/guardian(s) may also request a copy of their student's related service logs developed and maintained by the District for the following related services: speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services. These related service logs include information regarding the type and duration of the related services administered to their student. Please contact Esmeralda Martinez, Administrative Assistant for the Special Services Office, at 847-526-7950 x9205 or via email at emartinez@d118.org regarding special education records. The District must provide parents/guardians of students with disabilities with written materials that will be considered at the student's eligibility or IEP meeting no later than three school days prior to the eligibility or IEP meeting, or as soon as possible if an IEP meeting is scheduled within three school days with written consent of the student's parent. Parents have the right to choose the delivery method of these written materials, including through regular mail, email, or pick up at school.

Exemption From Physical Education Requirement (Policy 6:310) A student who is eligible for special education may be excused from physical education courses in either of the following situations:

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

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

Certificate of High School Completion

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

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

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

Medicaid

This notice informs parents of changes to the Individuals with Disabilities Education Act of 2004 (IDEA) regulations at 34 CFR §300.154, effective March 18, 2013, regarding written notification and parent consent to access public benefits or insurance, such as Medicaid. Before the school district accesses Medicaid for the first time to seek reimbursement for services provided to an eligible student, and annually thereafter, this written notice is provided to inform parents of the following:

- A one-time prior written parental consent will be requested to release personal information from a child's education records or information about the services that may be provided for the purpose of billing Medicaid for Individualized Education Program (IEP) services.
- Along with this request to bill Medicaid, it is also necessary for Wauconda District 118 to obtain your written permission to release information to Medicaid. This permission must be obtained prior to Wauconda District 118 ever releasing your child's personal information from educational records for billing purposes to a public benefits or insurance program. Medicaid requires documentation of the services our staff provided prior to making payment to Wauconda District 118.
- Parents cannot be required to sign up for or enroll in public benefits or insurance programs for their child to receive free appropriate public education, that is, IEP services.
- Parents have the right to withdraw consent to disclose their child's personal information for billing purposes at any time.
- Parents' withdrawal of consent, or refusal to provide consent, to release their child's personal information for purposes of accessing Medicaid does not relieve the school district of its responsibility to ensure that all required IEP services are provided at no cost to parents.

Section 504 of the Rehabilitation Act & American Disabilities Act (ADA)

Wauconda CUSD 118 provides an appropriate education for all students with disabilities and prohibits any discrimination against students on the basis of their disability. A student with a disability who has a mental or physical impairment which substantially limits one or more major life activities and needs special education or related aids, and services is entitled to a free appropriate public education through a Section 504 Plan. Eligibility is determined through identification and evaluation procedures specified in Section 504 of the Rehabilitation Act.

A free appropriate public education under Section 504 means the provision of regular or special education and related aids and services designed to meet the needs of a student with a disability as adequately as the needs of students without disabilities are met.

While all students with disabilities who have IEPs under the Individuals with Disabilities Education Act (IDEA) are protected from disability-based discrimination under Section 504, not all students with disabilities as defined in Section 504 students meet eligibility requirements under the IDEA. Students with disabilities who do not qualify for an IEP may qualify for services under Section 504 of the 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.

For additional information, please contact the school psychologist or building principal.

BOARD POLICY 6:130

PROGRAM FOR THE GIFTED

The Superintendent or designee shall implement an education program for gifted and talented learners that will challenge and motivate academically advanced learners and engage them in appropriately differentiated learning experiences to develop their unique abilities. If the State Superintendent of Education issues a Request for Proposals because sufficient State funding is available to support local programs of gifted education, the Superintendent or designee shall inform the Board concerning the feasibility and advisability of developing a “plan for gifted education” that would qualify for State funding.

Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student’s identification as gifted or talented learner.

The School Board will monitor this program’s performance by meeting periodically with the Superintendent or designee to determine and/or review the indicators and data that evidence whether the educational program for gifted and talented learners is accomplishing its goals and objectives and is otherwise in compliance with this policy.

BOARD POLICY 6:140

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A *homeless child* is defined as provided in the McKinney Vento Homeless Assistance Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and

other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Vento Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

Liaisons for Homeless Children:

Name	<u>Cameron Willis</u>
Address	<u>555 N. Main Street, Wauconda</u>
Telephone No.	<u>847/526-7690</u>

Name	<u>Dr. Julia Nadler</u>
Address	<u>555 N. Main Street, Wauconda</u>
Telephone No.	<u>847/526-7690</u>

The ISBE Homelessness Policy is available online at [McKinney-Vento Education for Homeless Children](#)

Board Policy 6:235

ACCESS TO ELECTRONIC NETWORKS

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The term *electronic networks* includes all of the District's technology resources, including, but not limited:

1. 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;
2. Access to the Internet or other online resources via the District's networks or to any District-issued online account from any computer or device, regardless of location.
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

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

CURRICULUM AND APPROPRIATE ONLINE BEHAVIOR

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

ACCEPTABLE USE

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

INTERNET SAFETY

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

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

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

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

Confidentiality

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

Violations

The failure of any user to follow the terms of the *Acceptable Use of Electronic Networks Administrative Procedure*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Board Policy 6:235 AP1

ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC NETWORKS

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

TERMS AND CONDITIONS

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - Use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

- A. Using the networks for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- B. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- C. Downloading of copyrighted material for other than personal use;
- D. Using the networks for private financial or commercial gain;
- E. Wastefully using resources, such as file space;
- F. Hacking or gaining unauthorized access to files, resources, or entities;
- G. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- H. Using another user's account or password;
- I. Posting material authored or created by another without his/her consent;
- J. Posting anonymous messages;
- K. Using the networks for commercial or private advertising;
- L. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- M. Using the networks while access privileges are suspended or revoked.

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

- A. Be polite. Do not become abusive in messages to others.
- B. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- C. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- D. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.

- E. Do not use the networks in any way that would disrupt its use by other users.
- F. Consider all communications and information accessible via the networks to be private property.

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

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

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

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

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

- A. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- B. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- D. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- E. Student work may only be published if there is written permission from both the parent/guardian and student.

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

- A. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.

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

INTERNET SAFETY

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

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

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

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

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

Each staff member and student must adhere to the *District's Acceptable Use of Electronic Networks Administrative Procedure* as a condition for using the District's electronic network.

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

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

OPT OUT NOTICE TO PARENTS

Parents who prefer to exercise their right to have their child opt-out from using the district's Electronic Network must make their selection during online registration.

Board Policy 6:235-E2

Instruction

Exhibit - Keeping Yourself and Your Kids Safe On Social Networks

For students:

- Put everything behind password protected walls, where only friends can see.
- Protect your password and make sure you really know who someone is before you allow them onto your friend's list.

- Blur or morph your photos a bit so they won't be abused by cyberbullies or predators.
- Don't post anything your parents, principal or a predator shouldn't see.
- What you post online stays online - forever!!!! So ThinkB4UClick!
- Don't do or say anything online you wouldn't say offline.
- Protect your privacy and your friends' privacy too...get their okay before posting something about them or their pics online.
- Check what your friends are posting/saying about you. Even if you are careful, they may not be and may be putting you at risk.
- That cute 14-year old boy may not be cute, may not be 14 and may not be a boy! You never know!
- And, unless you're prepared to attach your blog to your college/job/internship/scholarship or sports team application...don't post it publicly!
- Stop, Block and Tell! (don't respond to any cyberbullying message, block the person sending it to you and tell a trusted adult).
- R-E-S-P-E-C-T! (use good netiquette and respect the feelings and bandwidth of others).
- Keep personal information private (the more information someone has about you, the more easily they can bully you).
- Google yourself! (conduct frequent searches for your own personal information online and set alerts ... to spot cyberbullying early).
- Take 5! (walk away from the computer for 5 minutes when something upsets you, so you don't do something you will later regret).

And for parents:

- Talk to your kids - ask questions (and then confirm to make sure they are telling you the truth!)
- Ask to see their profile page (for the first time)...tomorrow! (It gives them a chance **to remove** everything that isn't appropriate or safe...and it becomes a way to teach them what not to post instead of being a gotcha moment! Think of it as the loud announcement before walking downstairs to a teen party)
- Don't panic... there are ways of keeping your kids safe online. It's easier than you think!
- Be involved and work with others in your community. (Think about joining WiredSafety.org and help create a local cyber-neighborhood watch program in your community.)
- Remember what you did that your parents would have killed you had they known, when you were **fifteen**.
- This too will pass! Most kids really do use social networks just to communicate with their friends. Take a breath, gather your thoughts and get help when you need it. (You can reach out to WiredSafety.org.)
- It's not an invasion of their privacy if strangers can see it. There is a difference between reading their paper diary that is tucked away in their sock drawer...and reading their blog. One is between them and the paper it's written on; the other between them and 700 million people online!
- Don't believe everything you read online - especially if your teen posts it on her blog!

For more information, visit www.WiredSafety.org.

Reprinted with permission from "Parry Aftab's Guide to Keeping Your Kids Safe Online, MySpace, Facebook and Xanga, Oh! My!" Parry Aftab, Esq., www.aftab.com.

Resources for Students and Parents

Resources for students:

Federal Trade Commission - www.consumer.ftc.gov/features/kids-online .

Connect Safely - Tips for Safe Social Networking for Teens

www.connectsafely.org/social-web-tips-for-teens (2017).

NetSmartz - www.missingkids.org/netsmartz/resources

Resources for parents:

National Crime Prevention Council - Social Networking Safety, Tips for Parents

<http://archive.ncpc.org/topics/internet-safety/social-networking-safety.html> Great comprehensive article for parents.

Connect Safely - Social Web Tips for Parents

<https://www.connectsafely.org/social-web-tips-for-parents> (2017).

National Cyber Security Alliance - Raising Digital Citizens

<https://staysafeonline.org/getinvolved/at-home/raising-digital-citizens>

Illinois Attorney General - Stay Connected Stay Informed

<https://illinoisattorneygeneral.gov/cyberbullying/>

Federal Trade Commission - COPPA: A few tips to keep your child safe online

<https://www.consumer.ftc.gov/blog/2019/04/coppa-few-tips-keep-your-child-safe-online> (2019).

DHS U.S. CERT - Socializing Securely: Using Social Networking Services

www.uscert.gov/sites/default/files/publications/safe_social_networking.pdf

DHS U.S Computer Emergency Readiness Team - Staying Safe on Social Network Sites

<https://us-cert.cisa.gov/ncas/tips/ST06-003> (2019).

Safe Chat Room and Social Sites for Kids

<https://www.common sense media.org/lists/safe-chatrooms-and-social-sites-for-kids>

Board Policy 6:270**GUIDANCE AND COUNSELING PROGRAM**

The School District provides guidance and counseling programs for students. The Superintendent or designee shall direct the District's guidance and counseling program. A qualified guidance specialist or any certificated staff member, as described by State law, may perform school counseling services. The counseling program will assist students with interventions related to academic, social and/or personal issues. Students shall be encouraged to seek academic, social, and or personal assistance.

Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

The guidance program will assist students to identify career options consistent with their abilities, interests, and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to the student's career objectives. High school juniors and seniors will have the opportunity to receive career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parent(s)/guardian(s) with information.

Board Policy 7:10

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, 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 complaint by using Board Policy 2:260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

Sex Equity

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

Any student may file a sex equity complaint by using Board Policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10 and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Any student may file a sex discrimination complaint by using Board policy 2:265, *Title IX Grievance Procedure*.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972, 34 C.F.R. Part 106.
 29 U.S.C. §791 et seq., Rehabilitation Act of 1973, 34 C.F.R. Part 104.
 42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
 Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).
 Ill. Constitution, Art. I, §18.
 105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-22.5, and 5/27-1.
 775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
 775 ILCS 35/5, Religious Freedom Restoration Act.
 23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:165 (School Uniforms), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED: December 19, 2024

Board Policy 7:15

STUDENT AND FAMILY PRIVACY RIGHTS

SURVEYS

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

SURVEYS CREATED BY A THIRD PARTY

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parents(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

SURVEY REQUESTING PERSONAL INFORMATION

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

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

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or

2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

INSTRUCTIONAL MATERIAL

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

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

PHYSICAL EXAMS OR SCREENINGS

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term *invasive physical examination* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.).
3. Is administered pursuant to the District's extracurricular drug and alcohol testing program (see policy 7:240 *Conduct code for participants in Extracurricular Activities*).
4. Is otherwise authorized by Board policy.

PROHIBITION ON SELLING OR MARKETING STUDENTS' PERSONAL INFORMATION

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

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

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

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

NOTIFICATION OF RIGHTS AND PROCEDURES

The Superintendent or designee shall notify students' parent(s)/guardian(s) of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given to parent(s)/guardian(s) at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

TRANSFER OF RIGHTS

The rights provided to parent(s) guardian(s) in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

Board Policy 7:20

Harassment of Students Prohibited

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

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

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

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:

Name	Lisa DeWelde
Address	555 N. Main Street, Wauconda
Email	ldewelde@d118.org
Telephone	847-526-7690

Complaint Managers:

Name	Cameron Willis	Name	Julia Nadler, Ed.D.
Address	555 N. Main Street, Wauconda	Address	555 N. Main Street, Wauconda
Email	cwillis@d118.org	Email	jnadler@d118.org
Telephone	847-526-7690	Telephone	847-526-7690

The Superintendent shall use reasonable measures to inform staff members and students of this policy, by including :

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful and free of unlawful discrimination, including harassment. For any report or complaint alleging sex-based harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged student harassment that does not require action under Board policy 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972.
34 C.F.R. Part 106.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973; 34 C.F.R. Part 104.
42 U.S.C. §2000d. Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/27-1, and 5/27-23.7.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill.Admin.Code §1.240 and Part 200.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Franklin v. Gwinnett Co. Public Sch., 503 U.S. 60 (1992).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior) 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED: September 19, 2024

Board Policy 7:50**School Admissions and Student Transfers To and From Non-District Schools****Age**

To be eligible for admission into Kindergarten, a child must be five years old on or before September 1st of that school term. A child entering first grade must be six years of age on or before September 1st of that school term. Based upon an assessment of the child's readiness to attend school, the District may permit her to her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6: 13 5, *Accelerated Placement Program*.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Denial Examinations; Immunizations; and Exclusion of Students*. The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active-duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

Students Dropped from the Rolls

A student who is absent from school for 20 consecutive school days shall be notified in writing by the District that he/she will be dropped from the rolls unless the student returns to school within 10 school days. If the student does not respond to the notification within 10 school days, the student will be dropped from the rolls and will be required to re-enroll in school in order to attend school. All information required for

enrollment, including but not limited to, the presentment of a certified birth certificate and proof of residency, will be required at that time.

Homeless Children

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

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services (DCFS) when enrolling in or changing schools. The District's liaison ensures that DCFS' Office of Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by State law.

Liaisons for Foster Care Students:

Name:	Lisa DeWelde
Address:	555 N. Main St., Wauconda
Email:	ldewelde@d118.org
Telephone No.	847/526-7690

Name:	Julia Nadler, EdD
Address:	555 N. Main St., Wauconda
Email:	jnadler@d118.org
Telephone No.	847/526-7690

Student Transfers to and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition. Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is

limited to high schools, and attendance may not exceed 12 months. The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6: 1 1 0, *Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead

to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

Board Policy 7:70**ATTENDANCE AND TRUANCY****COMPULSORY SCHOOL ATTENDANCE**

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years of age (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student, as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee.

ABSENTEEISM AND TRUANCY PROGRAM

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about

community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.

8. A process for the collection and review of chronic absence data and to:
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *Student Admissions*.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

Monitoring

Pursuant to State law and policy 2:240: *Board Policy Development*, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

Board Policy 7:100

HEALTH, EYE, and DENTAL EXAMINATIONS: IMMUNIZATIONS: and EXCLUSION of STUDENTS

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parent(s)/guardian(s) information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, and influenza vaccinations, developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

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

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

Eye Examination

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

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

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

Dental Examination

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

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

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

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

Homeless Child

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

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act
105 ILCS 5/27-8.1 and 45/1-20.
410 ILCS 45/7.1, Lead Poisoning Prevention Act.
410 ILCS 45/7.1 and 315/2e, Communicable Disease Prevention Act.
23 Ill.Admin.Code §1.530.
77 Ill.Admin.Code Part 664, Socio-Emotional and Developmental Screening.
77 Ill.Admin.Code Part 665, Child and Student Health Examination and Immunization.
77 Ill.Admin.Code Part 690, Control of Notifiable Diseases and Conditions Code.

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

ADOPTED: December 19, 2024

Board Policy 7:130

STUDENT RIGHTS AND RESPONSIBILITIES

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

Board Policy 7:140

SEARCH AND SEIZURE

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

School Property And Equipment As Well As Personal Effects Left There By Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives 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.

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.

Breathalyzer Testing

In order to provide for the safety and supervision of students; to maintain discipline and order in the schools; and to otherwise provide for the health, safety and welfare of all persons within the schools, at school-related activities or when traveling to or from school or school-related activities, the Board of Education authorizes the Superintendent, or Principal, or designee, to administer a Breathalyzer Test to students reasonably suspected of consuming alcohol. Such tests shall be conducted only by duly authorized and trained school personnel, and shall be conducted in private according to the guidelines below.

1. The Superintendent, Principal, or designee may administer a Breathalyzer Test whenever there are reasonable grounds for suspecting that the student has consumed alcohol in violation of the law and/or the rules of the school district. However, this paragraph shall not be construed to require school personnel to administer a Breathalyzer Test prior to taking disciplinary action where other evidence of alcohol consumption exists.
2. All school personnel authorized to perform such testing shall be trained in the proper use of the Breathalyzer equipment.
3. The Breathalyzer equipment will be maintained and operated in accordance with the manufacturer's specifications.
4. All school personnel authorized to perform such testing shall be trained to recognize the symptoms of alcohol consumption.
5. All testing shall be administered in private.
6. A refusal to submit to Breathalyzer testing will subject the student to disciplinary action, up to and including expulsion.
7. Any measurable blood alcohol content level will subject the student to disciplinary action, up to and including expulsion.
8. The parent(s) or guardian(s) of any student whose Breathalyzer test results indicate a measurable blood alcohol content level will be notified.
9. Parents and students shall be notified of the Board's Breathalyzer Testing Policy through annual publication in the Student Handbook.

Notification Regarding Student Accounts Or Profiles On Social Networking Websites

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

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Board Policy 7:150

AGENCY AND POLICE INTERVIEWS

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,

2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
 - a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
 - b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, guidance counselor, or any other mental health professional) are present during the questioning; and
 - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

Board Policy 7:160**STUDENT APPEARANCE**

A student's appearance, including dress and hygiene must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks and twists. The District also does not prohibit the right of students to wear or accessorize the student's graduation attire with items, presented to and approved by the Superintendent or designee, associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Ill. Human Rights Act, 775 ILCS 5/1-103(Q). Students who disrupt the educational process or compromise standards of health and/or safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the Student Handbook(s).

Board Policy 7:180**PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

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

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

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.

Definitions from 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.

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

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

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

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

Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.

2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Name:	Lisa DeWelde
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Email:	ldewelde@d118.org
Telephone No.	847/526-7690

Complaint Manager:

Name:	Cameron Willis
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Email:	cwillis@d118.org
Telephone No.	847/526-7690

Name:	Julia Nadler, Ed.D.
Email:	jnadler@d118.org
Address:	555 N. Main St., Wauconda
Telephone No.	847/526-7690

4. Consistent with federal and State laws and rules governing student privacy rights, the parent(s)/guardian(s) of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

- c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

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

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

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

- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

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

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
- a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 2:265, *Title IX Grievance Procedure*. Any person may use this policy to complain about sex discrimination in violation of Title IX of the Education Amendments of 1972.
 - c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
 - d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - e. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - f. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - g. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - h. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - i. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - j. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7

405 ILCS 49/, Children's Mental Health Act.

775 ILCS 5/1-103, Ill. Human Rights Act.

23 Ill.Admin.Code §1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for

Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications and Written or Electronic Material)

ADOPTED: December 19, 2024

Board Policy 7:190

Student Behavior

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

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

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

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

practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.

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

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

A student in violation of this policy can have his/her suspension reduced for not less than five days if the student enrolls in, and successfully completes at their own expense, a substance abuse counseling program for first and second time offenders of alcohol and drug use or possession. If the student chooses this option, the student and parent(s) must meet with the administration and present evidence of such enrollment prior to the student's return to school during the period of the suspension. The student will agree to keep the District informed of his or her progress in the program after the student has returned to school. If the student fails to comply fully with the program, the remaining term of the original suspension or the administrative recommendation for expulsion may be reinstated. The alternative will not apply to students who are third time offenders. They will be suspended for up to 10 days and be recommended to the Board of Education for expulsion, and the local police authorities will be contacted for criminal prosecution. This prohibition is subject to the District's search and seizure policy.

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this

policy or by the Building Principal, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals; or (d) in grades 9-12, they may be used during passing periods or in the cafeteria during lunch hours only. The remainder of the time they must be kept out of sight, placed on "silent mode" or turned off, during classroom time or in other academic areas unless the supervising teacher specifically grants permission for them to be used for educational purposes or if needed during an emergency.

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, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct. *Hazing* means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club or athletic team whose members are or include other students. Students engaging in hazing will be subject to one or more of the following disciplinary actions:
 - a. Removal from the extracurricular activities,
 - b. Conference with parents/guardians, and/or
 - c. Referral to appropriate law enforcement agency.Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to:
 - a. Suspension for up to 10 days, and/or
 - b. Expulsion for the remainder of the school term.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy

control will be used with chronic and habitual truants.

16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. 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:

- a. 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.
 - b. 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
 - c. 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.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
 19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
 21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
 22. Failing or refusing to comply with health/safety protocols implemented due to pandemic conditions or other circumstances that threaten public health or safety, including (but not limited to) requirements relating to face coverings, temperature checks and symptom screening, self-certification, hand hygiene, and social distancing.
 - a. The Superintendent or designee will notify parents/guardians and students of this policy and the governing procedures and protocols.
 - b. Exceptions and/or accommodations will be made when a face covering (or any other protocol) is medically contraindicated, provided that parents/guardians supply appropriate and sufficient medical documentation and comply with all other procedures relating to the exemption/accommodation process. Alternate health/safety protocols may be required.
 - c. Students who fail or refuse to comply with health/safety protocols may be excluded from school and school-related activities until compliance is achieved. In addition, disciplinary measures may be imposed for non-compliance.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing,

backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

Alternative Behavioral Interventions and Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.

Potential alternative behavioral interventions and disciplinary measures include, without limitation, any of the following:

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

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

The above list of alternative behavioral interventions and disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill. Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

Weapons

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

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

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

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

Re-Engagement of Returning Students

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

Required Notices

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

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than in-school study, suspension, expulsion, or corporal punishment that 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 administration is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's alternative behavioral interventions and disciplinary policies. These rules shall be presented annually to the Board for its review and approval. A student handbook, including the District's alternative behavioral interventions and disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Board Policy 7:190

Administrative Procedure – Electronic Devices

The following administrative procedure should appear in all parent/student handbooks.

Electronic Signaling Devices

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

Mobile phones and Other Electronic Devices

The possession and use of mobile phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. In grades PreK-5, they must be kept out of sight, turned off, and kept in an inconspicuous location such as a backpack, purse or school locker while in school unless: (a) school staff specifically grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) the device is needed during an emergency.
2. In grades 6-8, they may be used before or after school or in the Multipurpose Room during a student's lunch period. The remainder of the time they must be kept out of sight, turned off, and kept

in an inconspicuous location such as a backpack, purse, pocket, or school locker while in school unless: (a) school staff specifically grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) the device is needed during an emergency.

3. In grades 9-12, they may be used before or after school, during passing periods, or in the cafeteria during lunch hours only. The remainder of the time they must be kept out of sight, placed on "silent mode" or turned off, and kept in an inconspicuous location such as a backpack, purse, pocket, or school locker while in school unless: (a) school staff specifically grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) the device is needed during an emergency.
4. In all grades, while traveling on a school bus they must be kept out of sight, placed on "silent mode" or turned off, and kept in an inconspicuous location such as a backpack, purse, or pocket unless the bus driver specifically grants permission or if needed during an emergency.
5. They shall not be used in areas of personal privacy such as restrooms and locker room facilities. They may not be used to invade the privacy of, violate the rights of, or engage in harassment, hazing or bullying of any other student, staff member or community member. Taking pictures or video of any student, staff member, or community member without their permission is strictly prohibited.
6. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules or the law.
7. They may not be used for creating, sending, sharing, viewing, receiving, or possessing inappropriate messages, pictures, graphics or other materials including indecent visual depictions as defined in State law, such as sexting. Possession is prohibited regardless of whether the depiction violates State law. Any mobile phone or electronic device may be searched and/or seized upon reasonable suspicion of inappropriate use including sexting. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher.

Examples of electronic devices that are used as study aids include graphing calculators, personal digital assistants (PDA), devices with audio or video recording, tablets (such as iPads), personal electronic notebooks and/or laptops, some mobile phones and other devices (such as iPods). In areas where headphones are permitted, the volume must not distract from the educational process of others.

Students who violate these procedures may be subject to disciplinary consequences outlined in the student discipline code. Additionally, the local police agency may be contacted by the Principal or his/her designee depending on the severity of infraction.

The School District is not responsible for the loss or theft of any electronic device brought to school.

Board Policy 7:200
SUSPENSION PROCEDURES

IN-SCHOOL SUSPENSION

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

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

OUT-OF-SCHOOL SUSPENSION

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a. A threat to school safety, or
 - b. A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c. That the student's continuing presence in school would either:
 - i. Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii. Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining

what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.
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Board Policy 7:210

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 shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. State that the School Code allows the School Board 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. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
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 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. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
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. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. 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.
4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.

- c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.
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Board Policy 7:220

BUS CONDUCT

All students must follow the District's School Bus Safety Rules.

SCHOOL BUS SUSPENSIONS

The Superintendent or any designee as permitted in The School Code is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190 Student Behavior.
2. Willful injury or threat of injury to a bus driver or to another 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 or other supervisor.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District shall provide the student with notice of the gross disobedience or misconduct and an opportunity to respond. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

ACADEMIC CREDIT FOR MISSED CLASSES DURING SCHOOL BUS SUSPENSION

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

ELECTRONIC RECORDINGS ON SCHOOL BUSES

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

Board Policy 7:230 / 7:232

MISCONDUCT BY STUDENTS WITH DISABILITIES

Discipline of Students with Disabilities and 504 Plans/Misconduct by Students with Disabilities (Policy 7:232)

The District shall comply with the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Illinois State Board of Education's Regulations when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Isolated Time Out, Time Out, and Physical Restraint

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

Behavioral Interventions (Policy 7:230)

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

The District is committed to providing a learning environment for all students which is conducive to academic and social-emotional growth. District staff will intervene and support students in the least restrictive manner consistent with the student's behavior. Behavioral interventions should include a variety of techniques that help support a student's behavior within the school environment. Behavior interventions will incorporate procedures and methods consistent with practices in the field of behavioral intervention. School personnel should use positive interventions to remediate inappropriate student conduct. The use of restrictive interventions should only be used when positive interventions have been unsuccessful in improving the student's behavior. District 118 will monitor the use of any restrictive interventions in accordance with our board policies, School Code, and Illinois State Board of Education (ISBE) requirements. The District will provide ongoing staff development opportunities to staff as they pertain to behavior management, trauma-informed practices, de-escalation strategies, and restorative practices.

A behavior intervention plan may be written for students whose behavior significantly disrupts the student's ability, or the ability of other students, to benefit educationally. A behavior intervention plan (BIP) shall be based on a functional behavior assessment (FBA) and shall include positive behavioral intervention strategies and supports to address the inappropriate behavior. Functional Behavioral Assessment (FBA) is a process for identifying problem behaviors and developing positive behavioral interventions to improve or eliminate those behaviors. Completing an FBA will require guardianship/parental informed written consent. All procedural safeguards and protections shall be applicable during the creation and implementation of behavioral intervention plans, as well as the resolution of any disputes.

These interventions and procedures have been developed after reviewing and considering the Illinois State Board of Education (ISBE) guidelines focused on behavioral interventions. ISBE is located at 100 N. First St., Springfield, IL 62777. The District shall establish a parent-teacher advisory committee to assist the administration in the monitoring and development (or revision) of policies and procedures regarding behavioral interventions.

Board Policy 7:250

Student Support Services

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent/guardian must consent to regular or continuing services from a social worker.
4. Guidance and school counseling services.
5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools. The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such needs.

Erin's Law Counseling Options, Assistance, and Intervention

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse, along with District and community-based options for victims of sexual abuse to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any. This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

Board Policy 7:260

EXEMPTION from PHYSICAL EDUCATION

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

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

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

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

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

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

Board Policy 7:270

ADMINISTERING MEDICINES to STUDENTS

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

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

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

SELF-ADMINISTRATION of MEDICATION

A student may possess an epinephrine injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *School Medication Authorization Form*. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or medication, or the storage of any medication by school personnel.

SCHOOL DISTRICT SUPPLY OF UNDESIGNATED ASTHMA MEDICATION

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate or severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

SCHOOL DISTRICT SUPPLY OF UNDESIGNATED EPINEPHRINE INJECTORS

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

SCHOOL DISTRICT SUPPLY OF UNDESIGNATED OPIOID ANTAGONISTS

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

DESIGNATED CAREGIVER ADMINISTRATION of MEDICAL CANNABIS

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the

student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis*.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

VOID POLICY

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The **Designated Caregiver Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

ADMINISTRATION of UNDESIGNATED MEDICATION

Upon any administration of an undesignated asthma medication, epinephrine injector, or an opioid antagonist, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

DISCLAIMERS

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated asthma medication, an undesignated epinephrine injector, and/or an undesignated opioid antagonist. This policy does not guarantee the availability of undesignated medications. Students and their parent(s)/guardian(s) should consult their own physician regarding these medication(s).

Board Policy 7:285

Anaphylaxis Prevention, Response, and Management Program

Purpose and Limitations

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a School Board policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat.

A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylaxis Prevention, Response, and Management Program helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

Parents/guardians of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and all necessary medications for implementing the student-specific order on an annual basis. This may be provided as an Individual Health Care Plan, an Emergency Action Plan, or as part of a student's Individualized Education Program or Section 504 Plan. This policy is not intended to replace student-specific orders or parent-provided individual medications.

This policy addresses a school's response to anaphylactic reactions in a typical setting of a school and may not specify extenuating circumstances that may occur in a standard school setting.

Anaphylaxis Prevention, Response, and Management Program

The Superintendent or designee shall develop and implement an Anaphylaxis Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction during school or school-sponsored activities, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy response and prevention of allergen exposure plan, and (d) aligns with 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540.
2. Ensures staff members receive appropriate training, including: (a) an in-service training program at least every two years for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, as provided in 105 ILCS 5/10-22.39, and (b) training required by law for those staff members acting as *trained personnel*, as provided in 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540.
3. Implements and maintains a supply of undesignated epinephrine in the name of the District, in accordance with policy 7:270, *Administering Medicines to Students*.
4. Considers and references the applicable best practices specific to the District's needs in the Centers for Disease Control and Prevention's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* and the *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*.
5. Provides annual notice to the parents/guardians of all students to make them aware of this policy.
6. Complies with State and federal law and is in alignment with Board policies.

Monitoring

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy at least once every three years by conducting a review and reevaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its

reevaluation and assessment of this policy's outcomes and effectiveness. Any updates will reflect any necessary and appropriate revisions.

Board Policy 7:330

STUDENT USE OF BUILDINGS - EQUAL ACCESS

Student groups, or clubs, that are not school sponsored are granted free use of school premises for a meeting or series of meetings under the following conditions:

1. The meeting is held during those noninstructional times identified by the Building Principals for noncurricular student groups, clubs, or organizations to meet. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends. "Noncurricular student groups" are those student groups, clubs, or organizations that do not directly relate to the curriculum.
2. All noncurriculum related student groups that are not District sponsored receive substantially the same treatment.
3. The meeting is student-initiated, meaning that the request is made by a student.
4. Attendance at the meeting is voluntary.
5. The school will not sponsor the meeting.
6. School employees are present at religious meetings only in a non-participatory capacity.
7. The meeting and/or any activities during the meeting do not materially or substantially interfere with the orderly conduct of educational activities.
8. Non-school persons do not direct, conduct, control, or regularly attend the meetings.
9. The school retains its authority to maintain order and discipline.
10. A school staff member or other responsible adult is present in a supervisory capacity.
11. The Building Principal approves the meeting or series of meetings.

The Superintendent or designee shall develop administrative procedures to implement this policy.

Board Policy 7:340

STUDENT RECORDS

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

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grants students, parents/guardians and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and/or challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special

education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

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

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendations shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris retinal scans.

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

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

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

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

Board Policy 8:25

Distribution Of Literature Or Promotional Material To Students By Non-Students

School facilities are to be used to accomplish the educational mission of the Board of Education and, thus, are not public forums for unlimited use by either students or non-students. No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.

Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in

advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

Commercial Companies and Political Candidates or Parties

Commercial companies may purchase space for their advertisements in or on: (1) athletic field fences; (2) athletic, theater, or music programs; (3) student newspapers or yearbooks; (4) scoreboards; or (5) other appropriate locations. The advertisements must be consistent with this policy and its implementing procedures and be appropriate for display in a school context. Prior approval from the Board is needed for advertisements on athletic fields, scoreboards, or other building locations. Prior approval is needed from the Superintendent or designee for advertisements on athletic, theater, or music programs; student newspapers and yearbooks; and any commercial material related to graduation, class pictures, or class rings.

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

Nothing herein shall prevent teachers and administrators from utilizing outside materials or speakers when they have determined that such materials or speakers are necessary to further the educational program of the students under their charge or to promote their health, safety and welfare.

Distributions under this policy shall be at reasonable times and locations and shall be made in a reasonable manner as determined by the administration at each school.

The Superintendent is authorized to promulgate rules and regulations to implement this policy.

Board Policy 8:30

VISITORS TO AND CONDUCT ON SCHOOL PROPERTY

The following definitions apply to this policy:

School property - School buildings, grounds, and parking areas, all District buildings and grounds, vehicles used for school purposes, and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, Administering Medicines to Students, implementing Ashley's Law.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

ANNUAL NOTICE OF NONDISCRIMINATION

It is the policy of Wauconda Community Unit School District 118 not to discriminate on the basis of color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy, with respect to its educational programs (Including CTE), enrollments, activities or employment policy. This policy of non-discrimination is in compliance with Titles IX and VI and Section 504.

Inquiries concerning compliance may be directed to the Building Principal (see contact information below) or to Mrs. Lisa DeWelde (ldewelde@d118.org), Title IX/Nondiscrimination Coordinator, Dr. Julia Nadler, Complaint Manager, Melissa Hanes, 504 Coordinator, and/or Mr. Cameron Willis, Complaint Manager, 555 North Main Street, Wauconda, IL 60084, (847) 526-7690, or the Director of the Office of Civil Rights (address below), Department of Health, Education and Welfare, Washington, D.C.

Mr. Dan Nicholas, Wauconda High School, 555 North Main Street, Wauconda, IL 60084 847-526-6611
Mr. Daniel Stoller, Wauconda Middle School, 215 Slocum Lake Road, Wauconda, IL 60084 847-526-2122
Mr. Joshua Peterson, Matthews Middle School, 3500 Darrell Road, Island Lake, IL 60042 847-526-6210
Ms. Debbie Monroe, Wauconda Grade School, 225 Osage Street, Wauconda, IL 60084 847-526-6671
Dr. Anthony Kuzera, Robert Crown School, 620 West Bonner Road, Wauconda, IL 60084 847-526-7100
Ms. Cherish Dickert, Cotton Creek School, 545 Newport Court, Island Lake, IL 60042 847-526-4700

Office of Civil Rights
400 Maryland Avenue, SW Washington, D.C. 20202-1100
Telephone: 1-800-421-3481
FAX: 202-453-6012
TDD: 1-800-877-8339
OCR@ed.gov

FOOD ALLERGY MANAGEMENT PLAN

Guide to Supporting Students with Life Threatening Food Allergies Administrative Procedure

The goal of District 118 is to provide a safe environment for all children including those with life-threatening food allergies. Although the risk to students with these allergies in the schools cannot be completely eliminated it can be greatly reduced.

This document is based on the *Guidelines for Managing Life-Threatening Food Allergies in Illinois Schools*, developed jointly by the Illinois State Board of Education and the Illinois Department of Public Health.

I. Food Allergies in Schools

In implementing this Food Allergy Management Plan, District 118 recognizes the necessity to create clear and consistent District-wide guidelines to help our administrators, teachers, students, and parents protect those with food allergies. Food allergies can be life-threatening. They occur when the body's immune system reacts to the protein component in certain foods as if it were harmful. A reaction can occur within minutes or hours after exposure to an allergen. Some individuals may react to just touching or inhaling the allergen; for others, consumption of just a minuscule amount of allergenic food -- be it peanuts, milk, wheat, or some other food -- can cause death. The severity of a reaction is not predictable; every allergic reaction can become a life-threatening reaction. In many cases, based on the determination of an educational team, students with life-threatening food allergies are protected by federal laws prohibiting discrimination on the basis of disability. [The American Academy of Pediatrics issued a position statement for the treatment of anaphylaxis in schools.](#)

WHAT IS ANAPHYLAXIS?

Anaphylaxis, sometimes called allergic shock, is a potentially life-threatening medical condition occurring in allergic individuals after exposure to an allergen. It occurs when the body's immune system reacts to harmless substances as though they were harmful invaders. During an anaphylactic reaction, the body releases chemical mediators, such as histamine, that trigger an inflammatory reaction in the tissues of the skin, respiratory system, gastrointestinal tract and cardiovascular system. When the inflammatory symptoms are widespread and systemic, the reaction is termed anaphylaxis. Symptoms include:

Organ	Symptoms
Lungs	Short of breath; wheezing; repetitive cough
Heart	Pale, blue or flushed skin; faint; weak pulse; irregular heartbeat; dizzy
Throat	Tightness or closing of throat; hoarseness, other voice change; trouble swallowing; feeling that something is stuck in throat; not talking
Mouth	Swelling of the tongue and/or lips
Nose	Itchy/runny nose; sneezing
Skin	Hives or rash; widespread redness; swelling of any body part
Gut	Stomach/abdominal cramps; vomiting; severe diarrhea
Brain	Feeling anxiety, confusion, that something bad is about to happen

General information about treatment is provided on the next page. When a student exhibits symptoms of anaphylaxis, the student's Emergency Action Plan should be implemented and followed.

When in doubt, medical advice indicates that it is better to give the student's prescribed epinephrine auto-injector and then call 911. Fatalities occur when epinephrine is withheld. In addition, never send a student to the nurse's office alone.

FOR ANY OF THE FOLLOWING:

SEVERE SYMPTOMS

 LUNG Short of breath, wheezing, repetitive cough	 HEART Pale, blue, faint, weak pulse, dizzy	 THROAT Tight, hoarse, trouble breathing/ swallowing	 MOUTH Significant swelling of the tongue and/or lips
 SKIN Many hives over body, widespread redness	 GUT Repetitive vomiting, severe diarrhea	 OTHER Feeling something bad is about to happen, anxiety, confusion	OR A COMBINATION of symptoms from different body areas.

↓ ↓ ↓

- 1. INJECT EPINEPHRINE IMMEDIATELY.**
- 2. Call 911.** Tell them the child is having anaphylaxis and may need epinephrine when they arrive.
 - Consider giving additional medications following epinephrine:
 - » Antihistamine
 - » Inhaler (bronchodilator) if wheezing
 - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
 - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
 - Alert emergency contacts.
 - Transport them to ER even if symptoms resolve. Person should remain in ER for at least 4 hours because symptoms may return.

MILD SYMPTOMS

 NOSE Itchy/runny nose, sneezing	 MOUTH Itchy mouth	 SKIN A few hives, mild itch	 GUT Mild nausea/ discomfort
--	--	--	--

FOR MILD SYMPTOMS FROM MORE THAN ONE SYSTEM AREA, GIVE EPINEPHRINE.

FOR MILD SYMPTOMS FROM A SINGLE SYSTEM AREA, FOLLOW THE DIRECTIONS BELOW:

- Antihistamines may be given, if ordered by a healthcare provider.
- Stay with the person; alert emergency contacts.
- Watch closely for changes. If symptoms worsen, give epinephrine.

The District 118 Food Allergy Management Plan strikes a balance between the right and convenience of all students to eat what they like and the food-allergic student's health, safety and social normalcy in the school setting. These guidelines also foster developmentally-appropriate increased independence so that students will reach the long-term goal of self-management of their allergic conditions.

ALLERGY STATISTICS

The following statistics were compiled by [Food Allergy Research & Education, Inc. \(FARE\)](#):

- Up to 15 million Americans have food allergies, including 1 in every 13 children under age 18 or roughly two students in every classroom
- Food allergies among children increased approximately 50% between 1997 and 2011
- The annual economic cost of children's food allergies is nearly \$25 billion
- The U.S. Centers for Disease Control reported that food allergies result in more than 300,000 ambulatory-care visits a year among children under the age of 18
- Eight foods account for 90 percent of all reactions: milk, eggs, peanuts, tree nuts, soy, wheat, fish and shellfish
- Peanuts and tree nuts account for about 90% of fatal and near-fatal reactions, but other foods can cause fatal or very serious reactions as well

Another important statistic to note: Of the allergic reactions happening at school, 79% occurred within the classroom (The Journal of School Nursing, Vol. 20, Number 5, page 268).

Allergic Reaction

- Protecting a student from exposure to offending allergens is the most important way to prevent life-threatening reactions. Most reactions occur when a child is accidentally exposed to a food to which he/she is allergic.
- Allergic reactions to foods vary among people and can range from mild to severe, life-threatening reactions.
- Food allergens are NOT removed by hand sanitizers.
- Hand washing is the best prevention for removing food allergens.
- The amount of food needed to trigger a reaction depends on multiple variables.
- Each food-allergic person's level of sensitivity may fluctuate over time.
- Symptoms of a food allergy reaction are specific to each individual.

High Risk Areas for Allergic Students

- Cafeteria
- Arts and crafts projects
- Science projects
- Bus transportation
- Fundraisers, including bake sales
- Celebrations, including parties and ethnic feasts (as part of the curriculum)
- Field trips
- Food/beverages brought into the classroom by teachers/ parents/guardian
- Goodie bags sent home with children
- Any item ingested or put on the skin

Much more information is available regarding food allergies at:

<https://www.isbe.net/Pages/Food-Allergy-Guidelines.aspx> . Consult this guide for further background on life-threatening food allergies.

II. Prevention - ELEMENTARY SCHOOLS

It is important to develop an awareness of food allergens within our schools in order to protect students with life-threatening food allergies. With that said, it is necessary for staff, students, and parents/guardians to understand that an allergy free environment is impossible to achieve and to expect it is to have a false sense of security where allergic substances are concerned.

ELEMENTARY SCHOOLS

- **Parents/guardians of students with life-threatening food allergies are required to provide an Emergency Action Plan for all life-threatening food allergies including life-threatening food allergies that require an epinephrine auto-injector(s). This plan is reviewed annually, requires physician documentation, and completed district medication administration forms. Parents/guardians may also work with District 118 staff to establish a 504 plan which can customize accommodations to ensure specific measures to help keep the student safe.**
- In elementary school, parents/guardians and staff must work together to help advocate for the student's needs in regards to his/her allergies. The goal is to assist the elementary school student to manage his/her individual food allergies in the school setting and to begin to encourage individual student responsibility as is reasonable.
- Take all complaints seriously from any student with a life-threatening allergy. Contact building administration and/or school nurse immediately if you receive a complaint or hear concern from a student, and ensure that the student's Emergency Action Plan is followed when applicable.
- In the building cafeteria, there are no restrictions on what foods may or may not be consumed, except at allergy-aware tables.
- If daily snacks are allowed, the food must account for all food allergies in the classroom.
- Bake sales are not allowed during school hours.
- Classroom holiday parties, as well as other celebrations in the classroom, shall be food free. Students shall not bring food to give as gifts or share with other students (such as with birthday celebrations, Valentine's cards, on Halloween, or as holiday gifts).
- Food cannot be used as an incentive.
- Whenever possible, teachers should adapt the curriculum by substituting non-food items. *If there is an educational benefit to using food in the curriculum, teachers must contact building administration, who will send the teacher a **Special Event Food Request Form** to request the use of food in the curriculum. The request should be approved before parental contact is made:
 - Once approved, the teacher must:

- Send a permission slip along with a list of food items and their ingredients to students' parents
- Track receipt of signed forms, and
- Provide safe alternatives
- Elementary school will encourage a "food allergen awareness" environment:
 - Students should not share food.
 - Allergy-aware tables will be provided in the cafeteria.
 - Students should wash/wipe their hands after eating lunch.

III. Prevention - MIDDLE SCHOOLS

Please see Board Policy 7.285 for information regarding this section.

IV. Prevention - HIGH SCHOOL

Please see Board Policy 7.285 for information regarding this section.

V. Epinephrine Auto-Injector(s) Guidelines:

- Students should be knowledgeable about how to use their epinephrine auto-injector(s) (if age appropriate, and with parental/guardian and medical permission and instruction).
- Students will be allowed to carry their epinephrine auto-injector(s) with proper documentation.
- Students with life-threatening food allergies are encouraged to wear an allergy alert bracelet.
- The parent/guardian will provide the epinephrine auto-injector(s) along with an Emergency Action Plan.
- **In middle school,**
 - When applicable (after appropriate written authorization and documentation from the student's parent/guardian and health care provider), it is the student's responsibility to carry his/her own epinephrine auto-injector(s) at all times while at school or at school related activities.
- **In high school,**
 - When applicable, the student is responsible for knowing how to administer the epinephrine auto-injector(s).
 - When applicable (after appropriate written authorization and documentation from the student's parent/guardian and health care provider), it is the student's responsibility to carry his/her own epinephrine auto-injector(s) at all times while at school or at school related activities.

VI. School Sponsored Functions (Clubs, Activities, Sports, Special Events, and PTO/Boosters). Before any food related school events can occur in D118 facilities, the District requires teachers, staff, coaches, and parents to complete the **Special Event Food Request Form** no later than 2 weeks prior to the event. This form must be approved by the building administration and the building nurse.

- Food items shall be eaten in the lunchroom and/or in the gym.
- If food is provided, students with allergies will be provided with a safe alternative.
- For every food item, an up-to-date ingredient label shall be provided to all parents at least three days in advance of the event

VII. Concessions At Sporting Events/School Activities

- If food is provided, students with allergies will be provided with a safe alternative.
- Ingredient labels for the food being provided will be accessible for students/parents to review at the event as available.

VIII. Food Provided By Parents for Sporting Events/Extracurricular Activities

- If food is provided, students with allergies will be provided with a safe alternative.
- Ingredient labels (as available) will be provided to parents upon request.
- Ingredient labels for the food being provided will be accessible for students/parents to review at the event as available.

IX. Fundraising (food related fundraising that occurs during the school day)

Before any food related fundraising can occur in D118 facilities, the District requires teachers, staff, coaches, and parents to complete the **Application for Fundraising Application Form** no later than 2 weeks prior to the event. This form must be approved by the building administration and the building nurse.

- Food items shall be eaten in the lunchroom and/or in the gym.
- If food is provided, students with allergies will be provided with a safe alternative.
- For every food item, an up-to-date ingredient label shall be provided to all parents at least three days in advance of the event.
- Ingredient labels for the food being provided will be accessible for students to review at the event as available.

X. Non-Sponsored Events Held in District 118 Facilities

Before and after school care or other programs held in the school buildings must follow daily snack guidelines. Food items shall be eaten in the lunchroom and/or in the gym.

Appendix A

TOO SICK FOR SCHOOL?

So what if it is almost time to send your youngster to school and they say that they feel sick? How do you decide to keep your child home from school? Consider using these guidelines...

- A temperature over 100.0°F. (Remember that Tylenol, Advil, etc can mask the effects of a fever). Try to take your child's temperature before you give fever-reducing medicine.
- Your child should be feeling well, free of fever, vomiting and diarrhea for at least 24 hours before returning to school following illness
- Persistent vomiting and/or diarrhea.
- A severe cold with fever, sneezing, and thickened nasal discharge, especially for younger children, who do not remember to cover their mouth or wash hands.
- A cough that keeps a child awake at night, worsens with increased activity, or is combined with other symptoms.
- A persistent red sore throat, especially if the tonsils are enlarged.
- A severe and persistent earache.
- Redness in the whites of the eyes, yellow eye discharge and matted lashes are symptoms of conjunctivitis (pinkeye). A doctor should be consulted for treatment as this is highly contagious.
- Rashes can be difficult to evaluate. If they are all over the body, blistering, oozing, or painful, they could be a sign of a contagious infection, such as chicken pox or measles.
- Please consider checking with your child's doctor or the school nurse before you send your child to school.

Remember, the suggestions above should be *considered a guide*, if you are still unsure whether to send your son/daughter to school, please call your physician or the school nurse.



**WAUCONDA COMMUNITY UNIT
SCHOOL DISTRICT 118**

Superintendent of Schools
Dr. David Wilm

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Wauconda Grade • Robert Crown • Cotton Creek • Wauconda Middle • Matthews Middle • Wauconda High

Assistant Superintendent
Business Services, CSBO
Cameron Willis

Assistant Superintendent
Curriculum & Instruction
Dr. William Stanton

Assistant Superintendent
Human Resources
Lisa DeWelde

Assistant Superintendent
Special Services
Dr. Julia Nadler

Assistant Superintendent
Technology Services
Scott Cittadino

SCHOOL MEDICATION AUTHORIZATION FORM

This form is to be used for medication other than the self-administration of asthma inhaler, epinephrine auto-injector, insulin or medical cannabis. A new form must be completed every school year.

District policy states that prescription/non-prescription medication may be given to students only upon the written request of the **Health Care Provider and Parent or Guardian.**

All prescription and non-prescription medications sent to school must be in the original package. Prescription medications must be in the labeled pharmacy container.

This form must be completed and returned to the school nurse before the medication can be given.

Student's Name: _____ Birth Date: _____

TO BE COMPLETED BY THE STUDENT'S PHYSICIAN *To be completed by the student's physician, physician assistant with prescriptive authority, or advanced practice RN with prescriptive authority.*

Any change in dosage or administration time must be authorized by a physician in writing.

Diagnosis	Name of Drug	Route	Dosage	Frequency	Time to Be Given

Prescriber's name printed _____ Phone: _____

Address _____ Fax: _____

Prescriber's Signature _____ Date: _____

TO BE COMPLETED BY THE STUDENT'S PARENT/GUARDIAN

I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of medication.

Parent/Guardian Printed Name _____ Emergency Phone: _____

Parent/Guardian Signature: _____ Date: _____