

# **Aptakisis-Tripp School District 102**



**2017-2018  
Parent/Student Handbook**

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## **2017-2018 Parent/Student Handbook Introduction**

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This handbook contains important information for District 102 families. We expect our students and parents/guardians to become familiar with its contents. Some information is relevant to the entire district, while other information is relevant to the student's school. Our school closing procedures, as well as telephone numbers for each of our schools and the District Office are included.

For more information regarding District 102 policies and student rights, you can read the complete District 102 Board of Education policy manual by visiting our website ([www.d102.org](http://www.d102.org)). State and federal laws require that school districts notify parents/guardians and students about these policies. Please note that revisions to Board of Education policies and procedures and information within this handbook can and may be amended at any time throughout the school year.

If you have any questions about the information within this handbook or on our website, please contact the principal of your child's school or call the District Office at 847/353-5660.

# District 102 Schools

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## Pritchett Elementary School

200 Horatio Blvd.  
Buffalo Grove, IL 60089  
847/353-5700: Main Line  
**847/353-5703: Student Absence Line**  
847/215-3259: Fax  
Office Hours: 8:00am – 4:00pm

Dr. Matt Moreland, Principal  
[mmoreland@d102.org](mailto:mmoreland@d102.org)  
Mrs. Tina Schenk, Asst. Principal  
[tschenk@d102.org](mailto:tschenk@d102.org)  
Mrs. Christine Straszewski, Nurse  
[cstraszewski@d102.org](mailto:cstraszewski@d102.org)  
Mrs. Jane Friedman, Secretary  
[jfriedman@d102.org](mailto:jfriedman@d102.org)  
Mrs. Donna Servia, Secretary/EC & Guided  
[dservia@d102.org](mailto:dservia@d102.org)

## Tripp Elementary School

850 Highland Grove Drive  
Buffalo Grove, IL 60089  
847/955-3600: Main Line  
**847/955-3603: Student Absence Line**  
847/215-3268: Fax  
Office Hours: 8:00am – 4:00pm

Mrs. Mary Bhardwaj, Principal  
[mbhardwaj@d102.org](mailto:mbhardwaj@d102.org)  
Mr. Eric Seegert, Assistant Principal  
[eseegert@d102.org](mailto:eseegert@d102.org)  
Ms. Kristina Aubert, Nurse  
[kaubert@d102.org](mailto:kaubert@d102.org)  
Mrs. Beth Berger, Secretary  
[bberger@d102.org](mailto:bberger@d102.org)  
Mrs. Olivia Nolan, Secretary  
[onolan@d102.org](mailto:onolan@d102.org)

## Meridian Middle School

2195 Brandywyn  
Buffalo Grove, IL 60089  
847/955-3500: Main Line  
**847/955-3503: Student Absence Line**  
847/634-4229: Fax  
Office Hours: 7:15am – 3:15pm

Mr. Greg Michels, Principal  
[gmichels@d102.org](mailto:gmichels@d102.org)  
Mrs. Amy Salus, Asst. Principal  
[asalus@d102.org](mailto:asalus@d102.org)  
Mrs. Deborah Rice, Nurse  
[drice@d102.org](mailto:drice@d102.org)  
Mrs. Claudia Carpenter, Secretary  
[ccarpenter@d102.org](mailto:ccarpenter@d102.org)  
Mrs. Karen Russ, Secretary  
[kruss@d102.org](mailto:kruss@d102.org)

## Aptakisic Jr High School

1231 Weiland Rd.  
Buffalo Grove, IL 60089  
847/353-5500: Main Line  
**847/353-5503: Student Absence Line**  
847/634-5347: Fax  
Office Hours: 7:00am – 3:30pm

Mr. Eli Rogers, Principal  
[erogers@d102.org](mailto:erogers@d102.org)  
Mrs. Lori Wisnauski, Asst. Principal  
[lwisnauski@d102.org](mailto:lwisnauski@d102.org)  
Mrs. Wendy Frost, Nurse  
[wfrost@d102.org](mailto:wfrost@d102.org)  
Mrs. Kathryn Glosser, Secretary  
[kglosser@d102.org](mailto:kglosser@d102.org)  
Mrs. Kathleen Stankowicz, Secretary  
[kstankowicz@d102.org](mailto:kstankowicz@d102.org)

**Voice mail:** School District 102 has a voice mail system, which you can use to leave messages for teachers or other staff members at any time by calling **847/353-5591**; and follow the prompts.

# District 102 Board of Education and District Office Personnel

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## **District Office**

1231 Weiland Rd.  
Buffalo Grove, IL 60089  
847/353-5650: Main Line  
847/634-5334: Fax  
[www.d102.org](http://www.d102.org)

## **Board of Education**

Ellyn Ross, President  
[eross@d102.org](mailto:eross@d102.org)  
Pelleg Graupe, Vice President  
[pgraupe@d102.org](mailto:pgraupe@d102.org)  
Alan Rubenstein, Secretary  
[arubenstein@d102.org](mailto:arubenstein@d102.org)  
Jeremy Galfield  
[jgalfield@d102.org](mailto:jgalfield@d102.org)  
Scott Linn  
[slinn@d102.org](mailto:slinn@d102.org)  
Marnie Slavin Masur  
[msslavin@d102.org](mailto:msslavin@d102.org)

## **Superintendent**

847/353-5660

Dr. Lori Wilcox, Superintendent  
[lwilcox@d102.org](mailto:lwilcox@d102.org)

## **Teaching and Learning**

847/353-5665

Dr. Julie Brua, Asst. Supt., Curriculum, Instruction &  
Multilingual Education  
[jbrua@d102.org](mailto:jbrua@d102.org)  
Dr. Robert Hudson, Asst. Supt., Educational Innovation  
[rhudson@d102.org](mailto:rhudson@d102.org)  
Mrs. Laurie Gitzinger, Administrative Assistant  
[lgitzinger@d102.org](mailto:lgitzinger@d102.org)

## **Student Services**

847/353-5675

Ms. Zuica Donev, Director  
[zdonev@d102.org](mailto:zdonev@d102.org)  
Mrs. Jo Ann Ford-Halvorsen, Coordinator  
[jfordhalvorsen@d102.org](mailto:jfordhalvorsen@d102.org)

## **Technology Services**

847/353-5690

Mr. Tom Donovan, Chief Technology Officer  
[tdonovan@d102.org](mailto:tdonovan@d102.org)  
Mrs. Jody Salus, Tech Services Asst.  
[jsalus@d102.org](mailto:jsalus@d102.org)

## **Business Services**

847/353-5680

Mrs. Stacey Bachar, Asst. Supt./CSBO  
[sbachar@d102.org](mailto:sbachar@d102.org)  
Mrs. Jen Cox, Accounting Mgr.  
[jcox@d102.org](mailto:jcox@d102.org)  
Mr. Kyle Dunkin, District Accounting/Facilities/Tech Assistant  
[kdunkin@d102.org](mailto:kdunkin@d102.org)  
Ms. Denise Koto, Transportation/Business Office Secretary  
[dkoto@d102.org](mailto:dkoto@d102.org)

## **Facilities**

847/353-5655

## **Human Resources**

847/353-5670

Mrs. Susie Murtaugh, Coordinator  
[smurtaugh@d102.org](mailto:smurtaugh@d102.org)  
Mrs. Amy Stewart, District Office Receptionist/HR Secretary  
[astewart@d102.org](mailto:astewart@d102.org)  
Mrs. Leah Waser, Administrative Assistant  
[lwaser@d102.org](mailto:lwaser@d102.org)

## **Public Relations**

Mrs. Vickie Walter  
[vwalter@d102.org](mailto:vwalter@d102.org)

# 2017-2018

August 2017

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
<b>(21TI)</b>	<b>22V</b>	<b>23</b>	24	25
28	29	30	31	

**AUGUST**  
**21 - NO SCHOOL - Teacher Institute Day**  
**22 - Half Day of School for Grades K-8 and Drop-in Day for EC from 9:30-11:30A**  
**23 - Full Day of School - All Grades - EC, K-8**

September 2017

M	T	W	TH	F
				1
<b>X</b>	5	6	7	8
11	12	13	14	<b>15V</b>
18	19	20	<b>21</b>	22
25	26	27	28	29

**SEPTEMBER**  
**4 - NO SCHOOL - Labor Day - OFFICES CLOSED**  
**15 - Half Day of School - AM EC Only**  
**21 - NO SCHOOL - OFFICES CLOSED**

October 2017

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

**OCTOBER**  
**9 - NO SCHOOL - Teacher Institute Day**

November 2017

M	T	W	TH	F
		1	2	3
6	7	8	9	<b>10ED</b>
13	14	15	16	<b>17</b>
<b>20P/T</b>	<b>21P/T</b>	<b>22</b>	<b>X</b>	<b>24</b>
27	28	29	30	

**NOVEMBER**  
**10 - Early Dismissal - Staff Development**  
**END OF TRIMESTER 1**  
**17 - All Schools - Trimester Report Cards Sent Home**  
**20 & 21 - NO SCHOOL - Parent/Teacher Conferences**  
**22 - NO SCHOOL - Building Offices Closed - District Offices Open**  
**23 & 24 - NO SCHOOL - Thanksgiving - OFFICES CLOSED**

December 2017

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

**DECEMBER**  
**22 - First Day of Winter Break**

January 2018

M	T	W	TH	F
<b>X</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
8	9	10	11	<b>12V</b>
<b>X</b>	16	17	18	19
22	23	24	25	26
29	30	31		

**JANUARY**  
**8 - School Resumes**  
**12 - Half Day In-service - PM EC only**  
**15 - NO SCHOOL - M.L. King Day - OFFICES CLOSED**

February 2018

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
<b>X</b>	20	21	22	23
26	27	28		

**FEBRUARY**  
**19 - NO SCHOOL - Presidents' Day - May Be Used as an Emergency Day**

March 2018

M	T	W	TH	F
			1	<b>2ED</b>
<b>X</b>	6	7	8	<b>9</b>
12	13	14	<b>15V</b>	<b>16P/T</b>
19	20	21	22	23
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

**MARCH**  
**2 - Early Dismissal - Staff Development**  
**END OF TRIMESTER 2**  
**5 - NO SCHOOL - Casimir Pulaski Day - May Be Used as an Emergency Day**  
**9 - All Schools - Trimester Report Cards Sent Home**  
**15 - Half Day Parent/Teacher Conferences - AM EC Only**  
**16 - NO SCHOOL - Parent/Teacher Conferences**  
**26 - First Day of Spring Break**

April 2018

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	<b>20TI</b>
23	24	25	26	27
30				

**APRIL**  
**2 - School Resumes**  
**20 - NO SCHOOL - Teacher Institute Day**

May 2018

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	<b>25V</b>
<b>X</b>	29	30	31	

**MAY**  
**25 - Half Day In-service - Records Day - PM EC Only**  
**28 - Memorial Day**

June 2018

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

**JUNE**  
**5 - SHS Summer School Tentative Start**  
**5 - Last Full Day of School for EC, Grades K-7 All Schools - Trimester Report Cards Sent Home**  
**END OF TRIMESTER 3**  
**12 - Last Full Day with 5 Emergency Days**

July 2018

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

**JULY**  
**4 - Independence Day**

- ( First Day of Official Calendar
- Not in Attendance
- ED Early Dismissal
- TI Teacher Institute
- X Legal Holiday
- V Half-Day In-service
- P/T Parent/Teacher Conferences
- ) Last Day of Official Calendar

**School**

- AJHS 7-8
- MMS 5-6
- TES K-4 & Guided AM Kindergarten
- PES K-4 AM Kindergarten
- Early Childhood AM
- Early Childhood PM
- Structured

**Regular Day**

- 8:00 - 2:50
- 8:00 - 2:30
- 9:00 - 3:30
- 9:00 - 11:45
- 9:00 - 3:30
- 9:00 - 11:45
- 9:00 - 11:30
- 12:30 - 3:00
- 8:45 - 3:15

**Early Dismissal**

- 8:00 - 1:30
- 8:00 - 1:30
- 9:00 - 2:30
- 9:00 - 11:45
- 9:00 - 2:30
- 9:00 - 11:45
- 9:00 - 11:00
- Noon - 2:00
- 8:45 - 2:15

**Half Day**

- 8:00 - 11:00
- 8:00 - 11:00
- 9:00 - Noon
- 9:00 - Noon
- 9:00 - Noon
- 9:00 - 11:30 AM/PM
- AM/PM Alternate Dates
- 8:45 - 11:45

# Philosophy

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## District 102 Philosophy

Through a collaborative strategic planning process involving all of the district's constituents, the Board of Education has adopted the following vision and mission statements, beliefs, and the Universal Values of Integrity.

## District 102 Vision

Every day, every student will come to school and be met with learning opportunities at his/her personal developmental level in all subject areas. He/she will leave school having been challenged, feeling successful, and looking forward to tomorrow.

## Mission Statement

District 102 exists to serve the children of this community, and to that end we have established a strategic direction, which supports our mission to "Empower All Learners to Excel."

## District Beliefs

- District 102 believes that all people can learn...
- District 102 believes that the social curriculum is as important as the academic curriculum...
- District 102 believes in a collaborative environment that promotes and supports learning...
- District 102 believes in individual and collective responsibility for learning...
- District 102 believes that knowing the children that we teach and their families is as important as knowing the content that we teach...
- District 102 believes in active responsible partnerships...
- District 102 believes in targeting resources for our priorities...

## Universal Values of Integrity

District 102's "Universal Values of Integrity" are the basis for the development of a foundation of ethical and moral behavior, which our students should model throughout their lives.

- **Respect** -people who acknowledge the rights of others through their actions
- **Citizenship** -people who contribute and serve the community in active, positive, creative ways and encourage the participation of others

- **Pursuit of excellence** -people who give their best effort, take pride in their work, reflect on the results of their work, and apply their new learning in life
- **Accountability** -people who know, understand, consider, and accept responsibility for their actions and decisions
- **Fairness** -people who consider circumstances and treat others objectively
- **Caring** -people who show concern for the well-being of self, others, and the environment through compassion, generosity, and kindness
- **Trustworthiness** -people who keep promises and fulfill commitments, whether stated or implied
- **Loyalty** -people who demonstrate friendship and provide support and commitment
- **Honesty** -people who are truthful.

## Learning Vision into Action (LVIA)

In October of 2010, the district invited members of the D102 Learning Community, including village and library personnel, business partners, students, parents, teachers, administrators, etc. to come together to establish goals to prepare students for the demands of elementary school, high school, college and career. In 2016, these revised goals are: 1) **Learning for Life:** Every student will be provided daily learning opportunities that are meaningful and authentic, with choice about the nature, means and path of their learning, designed for collaboration, and one or more ways to reflect and assess their own growth against district learning standards; 2) **Building For Our Future:** This goal is important as we make decisions about allocating existing space in the face of changing needs from year to year, plan for purchases when existing furniture reaches the end of its useful life, and design entirely new spaces, whether renovating within our schools as they exist or building in response to increased enrollment; 3) **Maximizing Human Capital:** Teachers who are well-trained and supported are better equipped to support our ambitious vision because they feel a sense of confidence, value, and safety to take risks each day and are supported in their passions and pursuit of learning. They will choose to remain contributing members of District 102's vision and culture of high expectations, excellence, and personal well-being for all.



# Social Emotional Learning

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## **Social Emotional Learning**

Social Emotional Learning is the process by which people develop the skills to recognize and manage emotions, form positive relationships, solve problems, become motivated to accomplish a goal, make responsible decisions, and avoid risky behavior.

District 102's Social Emotional Learning program is based on an attitude, belief, and framework that will create a positive learning environment. All students, parents, faculty, and administrators will work together to formulate and carry out a comprehensive, coordinated, school-wide approach to incorporating Social Emotional Learning into the natural, day-to-day experiences at District 102.

Attributes of character, such as respect and responsibility, are valuable because they lead to a higher level of personal functioning and promote positive relationships with others. The Social Emotional Learning program defines character traits that are critical for all students to cultivate. These attributes are aligned with the district's Universal Values.

Through the Social Emotional Learning program, children will learn and practice the six steps of conflict resolution:

1. Tell what happened (Who was involved? Where did it happen?)
2. Tell how you feel about what happened
3. Tell how you think the other person feels
4. Name ways you could have solved the problem differently
5. Establish and agree upon a resolution
6. What will you do to make sure this doesn't happen again?

# Parent/Community Information

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## **School Celebrations**

Birthdays and holiday celebrations are an important part of the school experience. Classrooms frequently celebrate and honor student and teacher birthdays; however, birthdays do not need to be celebrated with the sharing of an edible treat. Therefore edible birthday treats will NOT be permitted. Parents/guardians please follow this practice, as we do not want to create a disappointing situation for a child who brings edible treats and is told he/she cannot distribute them. Classroom teachers will have their own individual policies about other non-food items or activities for the birthday child. Rather than bringing food/edible treats, the birthday child can donate a book to the classroom, bring stickers, or perhaps pencils or erasers, etc. Additionally, birthday invitations may not be distributed at school. The main office will continue to celebrate birthdays with student recognition as part of the morning announcements. We know that students will feel very celebrated on their special day!

## **Pritchett and Tripp Elementary School Recess**

It is school policy to have outdoor recess during lunchtime and supervised playtime whenever possible. Children MUST be dressed appropriately for the weather, including mittens, hats, and boots in winter. Students must wear snow pants and boots if they wish to play in the snow. It is assumed that any child attending school is well enough to participate in all activities, including recess. Requests to have a child remain indoors will not be honored without a physician's note.

Indoor recess will be held in classrooms when it is raining, when the wind chill is 10 degrees or below, or under conditions so determined by school administration. Children may bring coloring books or appropriate games or activities to use during this time.

## **Phone Usage**

Occasionally it may be necessary for students to call home for some important reason. The teacher, assistant principal, or principal will grant permission if he/she believes it is necessary to make such a call. Students may not use the office phone without permission. Students may not call home to make after school plans. Arrangements for after school activities must be made before arriving to school. Parents/guardians should call

the school office to leave a message for a student only when absolutely necessary.

## **Student Fund-Raising Activities**

In accordance with BOE Policy 7:325; only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fund-raising activities:

- School-sponsored student organizations supervised by a school staff member; and
- Parent organizations and booster clubs that are recognized pursuant to Board policy

Fund-raising efforts shall not conflict with instructional activities or programs. All fund-raising efforts must be voluntary. Door-to-door solicitations are prohibited.

All fund-raising efforts must support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students in general.

## **Use of Student Images in District Publications**

**Images of unnamed students:** Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the district. With your permission as indicated on the Student Registration Form, the school and/or district may use these images—without identifying your child by name—in various district-approved publications, including but not limited to: the yearbook, school newspaper, newsletters, and class, school or the district website. You may revoke this permission at any time by notifying the district in writing.

**Images of named students:** Occasionally, the school or district may want to identify a student by name in a school publication; for example, to acknowledge special recognition or participation in a school activity. You will be notified of such a use, should it arise, and will have the opportunity to grant or withhold permission for that specific use.

## **Volunteers**

District 102 has a very active Volunteer Program. Volunteers from the community help teachers and support children in nearly every classroom. For safety reasons, all volunteers must be cleared through the National Sex Offender Public Website and the Murderer and Violent Offender Against Youth database. All volunteers are required to check in at the building office, present a government issued ID, and pick-up a name badge before proceeding to work in the school. Volunteers are expected to maintain the confidentiality of students and teachers.

## **PTO**

District 102 has a PTO (Parent Teacher Organization), which works to foster close relations between home and school. The PTO is run by volunteers and welcomes all parents/guardians to attend meetings and participate in its activities. Information and membership forms are sent to all families. Additional information is available at: <http://www.d102.org/pto.html>

Our top-rated school district is successful due to the high rate of parent involvement. Our parents are committed to an active, responsible partnership among home, school, and community. Please take the time to learn more about the many ways you can contribute your time in support of our schools.

Every year the PTO publishes a student directory, which contains such information as a student's name, grade, home phone, parent/guardian names, email, and home address. Parents/guardians have the right to opt out of having this information designated as directory information and disclosed as such. (Under InfoSnap, see Agreements, then PTO Student Directory, which is a required field.)

Most volunteer opportunities require an hour or two of your time. Descriptions of PTO volunteer opportunities can be found at [tinyurl.com/d102PTOforms](http://tinyurl.com/d102PTOforms).

Parents interested in volunteering to help at PTO events can complete the volunteer interest form by clicking on the link below:

[tinyurl.com/d102ptoVolunteer](http://tinyurl.com/d102ptoVolunteer)

Families without email or access to the Internet can pick up the form at their child's school office. Please complete and return

to the office in an envelope marked PTO Volunteer Sign Up Form.

Please direct any questions to [ptojulie@gmail.com](mailto:ptojulie@gmail.com).

# District 102 Communications

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Communicating effectively means sending and receiving the right information, the right way, at the right time.

## Website

District 102's website ([www.d102.org](http://www.d102.org)) is designed to communicate timely and pertinent information to students, parents/guardians, and the general community. It is also a primary source of late breaking news so please take advantage of this vital communication tool. Please review BOE Policy 7:310 Publications for additional information.

## D102uesday

District 102 has implemented a weekly newsletter called "D102uesday". These newsletters will include links to online flyers from the PTO, schools, various community groups, etc.

## Tuesday Backpacks (Elementary Schools)

Tuesdays are not limited to a newsletter from the district. Tuesday is an important "backpack" day at the Elementary Schools as we coordinate all school, district, and other paper flyers to be distributed on Tuesdays. (Teachers may send home materials on other days so please check your child's backpack regularly.)

## Email

All District 102 staff members have email addresses and we encourage parents to utilize email as a primary or additional means of communication. **Email addresses – the first initial of the staff member's first name, then the full last name, followed by @d102.org. For example John Smith = [jsmith@d102.org](mailto:jsmith@d102.org)** Staff members should respond to your emails within 24 hours when school is in session.

## Twitter

You may follow our school/district posts (tweets) on Twitter using the following hashtags:

[#d102learns](#)

[#PESPride](#)

[#TESPride](#)

[#MMS Pride](#)

[#AJHSPride](#)

## Board of Education Meetings

The District 102 Board of Education normally meets on the second and fourth Monday of each month. Board meetings begin at 7:00 p.m. and are held in the District Office Conference Center, 1231 Weiland Road in Buffalo Grove. (Enter through the south entrance.) Board meetings are open to the public. The only meetings not open to the public are closed sessions, where topics such as personnel matters are discussed. An agenda will appear on the district's website ([www.d102.org](http://www.d102.org)) a few days before the meeting. You may also pick up a copy of the agenda at the meeting. Attending a Board meeting is a great way to learn how the district operates. Please call the Superintendent's Office at 847/353-5660 for further information.

## Change of Address/Telephone Number

In order to ensure that District 102 can communicate pertinent information, our student information must be kept current. If during the school year the student's home address or telephone number should change, please inform the school office as soon as possible. Emergency contacts should also be kept current.

# Enrollment Requirements

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For complete information on School Admission Requirements, please refer to BOE Policies 7:10, 7:30, 7:40, 7:50, and 7:60.

## **Requirements for Admission**

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

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

## **Residency Requirements**

Before your child can enroll in any District 102 school, residence within District 102 boundaries must be verified. Falsifying residency in the State of Illinois is a Class C misdemeanor punishable by up to 30 days in jail and a \$1,500 fine. Please refer to the D102 website for specific information on residency requirements.

## **Homeless Students**

Any homeless child shall be immediately admitted to school, even if the parents/guardians are unable to produce records normally required for enrollment.

## **Physical Examinations and Immunizations (Also see the Wellness Section of this Handbook)**

The State of Illinois requires all children entering pre-kindergarten, kindergarten or first grade (whichever is the child's first year in school), and sixth grade to have a physical examination and required immunizations verified by a licensed physician. This examination must be given within the last 12 months. Please take the IL Certificate of Child Health Exam form to your physician for completion at the time of your child's health exam. Forms should be returned to your school health office as soon as they are completed.

All new students entering ANY grade must show proof of a physical and of immunizations.

For additional information on Physical Examinations and Immunization requirements, please refer to BOE Policy 7:100.

## **Interscholastic Sports (Physicals)**

If your 6th, 7<sup>th</sup>, or 8th grade student will be participating in an extracurricular sport, a student sports physical form and parent participation permit are required. Please look on our website ([www.d102.org](http://www.d102.org)) under Sports physical for specific rules.

## **Dental Examinations**

All children in kindergarten and Grades 2 and 6 are required to have an oral health examination. Each child must present proof of examination by a licensed dentist prior to May 15 of the school year. If a child in kindergarten, Grade 2 or Grade 6 fails to present proof by May 15, the school may hold the child's report card until one of the following occurs:

- The child presents a Proof of School Dental Examination Form
- The child presents a Dental Examination Waiver form
- The child presents an exemption based on religious grounds
- The child presents proof that a dental examination will take place within 60 days after May 15

Please take the State of Illinois Dental Examination Form to your dentist for completion and return to your school health office.

## **Vision Examinations**

All children entering kindergarten or an Illinois school for the first time require an eye exam. This exam must be completed by a licensed eye care professional.

Please take the State of Illinois Eye Examination Form to your doctor for completion and return to your school health office.

## **Emergency Release Forms/Health Survey**

All parents must complete an emergency treatment health information release form/health survey for each child, each year. These forms are available online.

**Student Fees**

All fees must be paid in full at the time of registration. District 102 will waive or prorate fees for students who qualify for free or reduced lunch.

**Withdrawals and Refunds**

If your child transfers from District 102 to another district during the school year, he or she must turn in all books and district owned technology equipment to the classroom teacher. You will need to sign a Consent for Release of Student Information form so that your child's records can be forwarded to the new school. Refunds for some student fees are determined at the time of the student's withdrawal and are prorated accordingly.

# Attendance

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## Regular Attendance/Truancy

The Compulsory School Attendance Law states that whoever has custody or control of any children between the ages of 7 and 17 years must send the child to school on a regular basis. Learning, as well as financial state aid, is based on attendance so daily attendance is highly encouraged.

Student attendance reports will be generated every report card period notifying parents if their child has missed 10% or more of the given trimester. A student who is absent without valid cause from school for 10% or more of the previous 180 regular attendance days is considered a chronic truant and may be referred to the Lake County Regional Office of Education's Positive Alternative Student Services (PASS) program for Illinois truancy remediation services.

Since the primary goal of the district is social/emotional growth and academic achievement, we must be careful in what we accept and mark as excused absences. Excused absences are defined as any absence related to illness, bereavement, religious beliefs, or family emergency. Those situations that do not fall neatly into this category can be problematic.

We have defined unexcused absences as vacations, special/sporting events, and other non-school related absences. Although the district recognizes that parents have the right to remove their child from attendance for specific special occasions, the district cannot endorse removal from school for non-school related events.

## Absences

Regular attendance at school is an essential part of the educational program of each student. We request you inform us if your child is not coming to school. This procedure helps us fulfill attendance-monitoring obligations, and ensures the safety of students as they make their way to school.

## Procedure for Reporting Student Absence

1. Parents/guardians are required to call the absence line to report an absence no later than 15 minutes before the school day begins.
2. Please leave the following information:
  - Student name
  - Teacher's name

- Reason and length of absence (if known)

We are mandated to contact a parent in all cases of absence if a parent does not contact the school. We will call the primary phone number provided by a parent at registration. This is the same phone number for all alert notifications. If there is no answer, we will leave a voice message or attempt calls to other parent numbers/emails provided to school. It is imperative that contact numbers are accurate and kept up-to-date.

## Excusing Children for Family Vacations

Absences for vacation are not excused under the School Code of Illinois. Thus, family trips are discouraged and should not be planned when school is in session. Please notify the school office if a student will be on a non-school-scheduled vacation.

Students who miss school due to vacation will be able to complete any missed assignments after they return to school. Students will have the number of days absent plus one to complete missed assignments (absent +1).

Students who are absent for family vacations for more than **ten (10)** consecutive school days will be removed from the district's rosters.

Learning involves interactions between teacher and student and student to students, and cannot be duplicated only by "paperwork." Work designed to maintain our regular program and/or advance assignments will not be provided.

## Excusing Children from Recess or PE Class

All students are expected to participate in recess and/or Physical Education classes. If a student is unable to take part for health reasons, a written note from the parent/guardian is needed. Should it be necessary to be excused for longer than three days, a doctor's note is required. Students who do not participate in Physical Education classes will not be allowed to participate in after-school physical activities.

## PE Footwear and Clothing Requirements

All students are required to have appropriate gym shoes for class. Gym shoes should be clearly and permanently marked with the student's name. For safety reasons, children without gym shoes will not be allowed to participate in Physical

Education. Kindergarten students may wear their gym shoes to school on gym day.

Students at **Aptakistic Jr High** are required to wear their gym uniform during gym class.

### School Hours

#### **Pritchett and Tripp Elementary Schools**

##### Grades 1 – 4

Regular School Days, 9:00 a.m.-3:30 p.m.

Early Dismissal Days, 9:00 a.m.-2:30 p.m.

Half Days, 9:00 a.m.-Noon

##### Kindergarten

Regular School Days, 9:00-3:30 p.m. (Full Day Kdg.)

Regular School Days, 9:00-11:45 a.m. (AM Kdg.)

Early Dismissal Days, 9:00 a.m.-2:30 p.m. (Full Day Kdg.)

Early Dismissal Days, 9:00-11:45 a.m. (AM Kdg.)

Half Days, 9:00-12:00 p.m.

##### Early Childhood (Pritchett Elementary School)

Regular School Days, 9:00-11:30 a.m. (AM EC)

12:30-3:00 p.m. (PM EC)

Early Dismissal Days, 9:00-11:00 a.m. (AM EC),

12:00-2:00 p.m. (PM EC)

Half Days, 9:00-11:30 a.m. AM/PM Alternate dates

##### Guided (Tripp Elementary School)

Regular School Days, 9:00 a.m.-3:30 p.m.

Early Dismissal Days, 9:00 a.m.-2:30 p.m.

Half Days, 9:00 a.m.-Noon

##### Structured (Pritchett Elementary School)

Regular School Days, 8:45 a.m.-3:15 p.m.

Early Dismissal Days, 8:45 a.m.-2:15 p.m.

Half Days, 8:45 a.m.-11:45 p.m.

#### **Meridian Middle School:**

##### Grades 5-6

Regular School Days – 8:00 a.m. to 2:30 p.m.

Early Dismissal Days – 8:00 a.m. to 1:30 p.m.

Half Days – 8:00-11:00 a.m.

#### **Aptakistic Jr High School:**

##### Grades 7-8

Regular School Days – 8:00 a.m. to 2:50 p.m.

Early Dismissal Days – 8:00 a.m. to 1:30 p.m.

Half Days – 8:00-11:00 a.m.

### Arrival to School

#### **Pritchett and Tripp Elementary Schools**

- Students should arrive at school no earlier than 8:45 a.m.
- Morning supervision begins at 8:45 a.m.
- Students line up to enter building at 8:55 a.m.
- Students should proceed to their homerooms
- During inclement weather, students will enter the building and proceed to assigned areas

#### **Meridian Middle School**

- Students should arrive at school no earlier than 7:40 a.m.
- Students should report to the playground or cafeteria (in the case of inclement weather) upon arrival at school
- Students should enter the building and go directly to their locker at 7:50 a.m.
- Students should put away their coats and take materials for the morning classes
- Students should proceed to their homerooms
- Students should be in their classrooms and ready to begin class at 8:00 a.m.

#### **Aptakistic Jr High School**

- Students should not arrive before 7:30 a.m. except for morning athletic practices or scheduled review sessions with staff
- Students may go to their lockers upon arrival at school
- Students may use the restroom or see a teacher for extra help
- Students should put their coats away and organize books for morning classes
- Students should then proceed to their classes by 7:50 a.m. and be in their first period class when the bell rings at 8:00 a.m.

### Dismissal from School

#### **Pritchett and Tripp Elementary Schools**

- All students are dismissed at 3:30
- No student will be allowed to leave school early unless first signed out in the office

#### **Meridian Middle School**

- All students are dismissed at 2:30
- No student will be allowed to leave school early unless first signed out in the office

#### **Aptakistic Jr High School**

- All students are dismissed at 2:50
- No student will be allowed to leave school early unless first signed out in the office.



### **Safety During Dismissal**

We are concerned about children's safety at dismissal time. PLEASE observe the following safety rules:

- Passing a bus in a parking lot is illegal and subject to ticketing
- All street "No Parking" signs must be observed
- No cars in the bus loading zones - BUSES only!!
- DO NOT walk between the buses
- **Motorists please note - It is illegal in the State of Illinois to use a cell phone in a school zone**

### **Picking up a Student Before Dismissal Time**

Report to the school office. A secretary will page your child's classroom and he/she will be asked to meet you in the office. You will be asked to sign out your child. Only parents may pick up their students, unless others are indicated on the emergency portion of the registration form or a note has been sent to school indicating the name of the person picking up the child. We will ask to see your driver's license or other form of identification to ensure the safety of your child.

### **After School Supervision for Pritchett and Tripp Elementary Schools**

A complete After School Activities Program is available each trimester of the school year for all students at Pritchett and Tripp Elementary Schools. Various classes are designed and taught by District 102 staff and community members and held Mondays through Thursdays. Class offerings are listed in a brochure, which is published three times during the school year. This is a fee-based program with bus transportation provided at 4:30 p.m. each day. The bus takes children to designated stops in their neighborhoods. These are NOT the regular bus stops. They are central locations from which children then walk home.

The Tripp After School Program Director for the 2017-2018 school year is Cheri Giecek. You may contact her at 224/656-3742 or at Tripp School at 955-3600.

The Pritchett After School Program Director for the 2017-2018 school year is Jane Friedman. You may contact her at 847/353-5700.

### **Buffalo Grove Park District Club House**

The Buffalo Grove Park District offers a before school and after school daycare program for both Pritchett and Tripp

Elementary Students. The sign-up begins in the spring and is done by lottery. For more information, visit [www.bgparkistrict.org](http://www.bgparkistrict.org) or contact Lindsey Trent with the Buffalo Grove Park District at 847/850-2134.

### **Before/After School Supervision for Meridian Middle School**

**Dawn Patrol** is a "Before School Program" that provides a safe, quiet learning environment for students prior to school. Class size must be at least 5, but no more than 25 students. Students who attend must be engaged in homework, reading, or other work related to their academics. Students meet in the Media Center from 7:00-7:40 a.m.

A complete **After School Activities Program** is available each trimester of the school year for all students at Meridian Middle School. Various classes are designed and taught by District 102 staff members and community members. This is a fee-based program with bus transportation provided each day. Class offerings are listed in a brochure which is published on the district website prior to the beginning of each trimester of the school year (August, November, and March). **Club Meridian** provides "extended day supervision" for fifth and sixth grade students at the conclusion of the After School Program from 3:45-6:00 p.m. Parents are required to provide transportation at the end of this program.

After School Programs and Club Meridian run from the end of August through the end of May each year. After School Programs and Club Meridian DO NOT MEET on half days, early dismissal days, or non-student attendance days. Parents are reminded to make alternate arrangements for their children on those days. Parents are asked to send a note to school if students will not be staying for an after school activity.

For more information, contact Mrs. Andrews or Mrs. Lopez via voicemail at 847/353-5591, ext. 3512.

**Aptakisic Jr High** - See page 21 for a list of co-curricular programs.

# Teaching and Learning

## Parents Right to Know Qualifications of Educator

Parents/guardians have the right to request information regarding the professional qualifications of any teacher that is instructing their child. Parents/guardians may request information regarding the following:

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

Parents/guardians are encouraged to contact their building principal if they have any questions regarding the information listed above and will receive a response to the request for information within seven (7) calendar days.

## Student Records

The Family Education Rights and Privacy Act of 1974 and Illinois School Records Act of 1975 give parents/guardians the right to inspect, copy, and challenge student records. The school principal is the records custodian. Questions pertaining to student records should be addressed to the principal. Requests will be honored within legal guidelines.

In accordance with the 23 Illinois Administrative Code, 375.40 (Student Records Act), please be advised that Aptakisic-Tripp CCSD 102 parents/guardians will receive proper written notification regarding the destruction schedule for permanent and temporary records. The right to request a copy of such records prior to their destruction is provided to parents/guardians/students. Parents/guardians may also request a copy when the pupil graduates, transfers, or withdraws from school.

## Student-Led Parent-Teacher Conferences

Individual Parent-Teacher Conferences are scheduled twice each school year. These conferences are arranged to provide an opportunity for parents/guardians and teachers to discuss the child's progress. Conferences between parents/guardians and teacher may be arranged at any time by either party.

## Report Cards

### **Pritchett and Tripp Elementary Schools, Meridian Middle School**

Assessment Reports are sent home each trimester. Assessment and grade reports are issued to indicate a need for improvement or to recognize achievement. Parents/guardians are encouraged to contact their child's school whenever they have a question concerning their child's performance.

Reports Sent Home	
1 <sup>st</sup> Trimester	November 17, 2017
2 <sup>nd</sup> Trimester	March 9, 2018
3 <sup>rd</sup> Trimester	June 5, 2018

### **Aptakisic Jr High School**

Assessment Reports are sent home each trimester. Mid-term progress reports can be retrieved on PowerSchool during the fifth week of each trimester. Assessment and grade reports are issued to indicate a need for improvement or to recognize achievement. Parents/guardians are encouraged to take the initiative to contact their child's school whenever they have a question concerning their child's performance.

Reports Sent Home	
1 <sup>st</sup> Trimester	November 17, 2017
2 <sup>nd</sup> Trimester	March 9, 2018
3 <sup>rd</sup> Trimester	June 5, 2018

## Assignment Notebooks

Assignment notebooks are provided to all students. Teachers support the use of the assignment notebook through direct instruction as to its use and benefit, as well as through modeling its use by posting assignments in the classroom. Students are required to record assignments for each academic subject on a daily basis indicating "no assignment" by writing "none."

Students are encouraged to break down long-term assignments/projects by listing components and due dates in their assignment notebooks. Students should draw a line or use a check mark to indicate the assignment is completed.

Parents/guardians are encouraged to discuss the importance of using assignment notebooks with students and should review

assignments on a daily basis. Daily review and use of the book will allow another opportunity for ongoing written communication between home and school.

Assignment notebooks for mobile devices in the personal technology initiative provide additional opportunities to link assignment resources and feedback.

### **Quality Work Standards: Aptakisic Jr High School**

1. Assignment notebooks will be used daily to record homework.
  - a. Write all daily assignments – teacher initials, sticker, stamp, or electronic verification.
  - b. No homework should be indicated by “none” so that every subject is filled – teacher initials, sticker or stamp.
  - c. Students can/will provide daily or weekly progress reports to their parents via the assignment notebook. Parents should initial.
  - d. Students will update notebooks daily. Parent/teacher spot checks will be completed.
2. A formal heading will be used on all papers in the upper right hand corner:
  - a. Name – first and last
  - b. Subject, period, date
3. Timelines/deadlines on homework, tests, and projects are met:
  - a. Students will record all timelines and deadlines in assignment notebook
  - b. Students will use a timeline/benchmarks reflected in assignment notebook for long-term projects that reflect a student plan.
4. Draft work must reflect expected standards:
  - a. Determine and prepare appropriately for audience
  - b. Become familiar with expectations that are defined in rubrics or guidelines for projects/homework/tests
  - c. Utilize pre-writing/reading strategies and graphic organizers as appropriate
5. Published work must reflect expected standards:
  - a. Determine and prepare appropriately for audience
  - b. Evaluate and review rubric for project/homework/test
  - c. Grammar, usage and mechanics are correct
  - d. Cursive, manuscript, or word-processing as assigned
  - e. Pens, pencils, and/or markers are used appropriately
  - f. Paper, poster, costume, or props are appropriate and used as assigned.

### **Homework**

When a child is home ill for 1-2 days, we feel he/she should not be burdened with homework. Students will have the number of days absent plus one to complete missed assignments and assessments (absent + 1).

Parents/guardians may request homework at the beginning of the third day of a student’s absence, no later than 10:00am for elementary schools and no later than 8:30am for the middle and junior high schools.

Homework is an integral part of each student's educational program. Homework assignments are designed to enhance and reinforce classroom instruction, help the student develop good study habits, help the student assume responsibility for learning, help the student learn to budget time both in and out of school, and provide practice when a student does not have mastery of a specific skill or concept.

Parents/guardians are encouraged to help children learn good study habits by providing support while doing homework. If you and your child are in conflict or if the work is unclear, please notify the teacher for support. We will work with you to enable your child to be successful. If homework is consistently taking an extended period of time, please contact the teacher.

### **Homework Guidelines:**

- Homework is the student's responsibility. Some assignments are long range and will require planned study to complete
- It is the parent's/guardian's responsibility to notify teachers in cases of extenuating circumstances when homework is not completed
- Homework assignments may be available on the teacher's web page – [www.d102.org](http://www.d102.org) or on Schoology at grades 4-8.
- Teachers will notify parents/guardians if their child chronically misses homework. Parents, students and teachers will work together to develop a plan to help achieve academic success.
- Students are responsible for contacting each of their teachers after they have been absent from school due to illness.
- Work missed during any absence from school will be made available to students upon their return to school
- It should be stressed that nothing takes the place of being in school. Many things occur in class that CANNOT be

made up. Such things as group activities, discussions, lectures; experiments, etc. often cannot be duplicated completely for students who miss school. Students who miss school often (more than the occasional day or two) will likely, over time, find that their grades suffer. It is important, therefore, that students miss school only when they are ill.

### **Extra Help**

A student may always seek extra help from a teacher if he/she does not understand an assignment, if the work is difficult, or if he/she has been absent and has missed assignments and class discussions. A conference can be arranged with the teacher before or after school, or at a time convenient to both during the day. A teacher will sometimes request that a student stay after school if it is apparent that the student is having difficulty with his/her work.

### **Extra Help: Aptakisic Jr High School**

A student may always receive extra help on Monday, Tuesday, Wednesday, or Thursday in the library from 2:50 p.m. to 3:45 p.m. He/she may study or do research. Additionally, the library is also the "testing center." A student who misses an exam or quiz may be asked to stay after school in the library to complete the assessment. If a student does not understand a concept or lesson, he/she is encouraged to seek help from his/her classroom teacher either before or after school.

### **Media Centers, All Schools**

All of the district's Media Centers are light and colorful and designed to foster creativity and development of 21<sup>st</sup> century learning skills.

### **Media Centers, MMS/AJHS**

The Media Center staff welcomes each student and looks forward to assisting students so they have a successful educational experience. The Media Center serves each student as a resource center for classroom instruction, as well as providing a wide range of materials for individual interest. Books are loaned for a period of two weeks and renewals are permitted as needed. From time to time, collections of materials are placed on reserve to assist classroom instruction on specific topics. In this case, the loan period may vary. Magazines are also available to students.

Students are expected to return materials on time. Fines are assessed at a rate of five cents per day, per book. If a student is

unable to pay late charges when the material is returned, it is expected that the student will take care of such charges within a reasonable length of time. Students are responsible for the replacement cost of any lost materials.

In addition to regular classroom visits, the Media Center is open for Middle School and Jr High students' individual use. Middle School students may use the Media Center throughout the day, including lunch, for quiet reading or study. Middle School students may use the Media Center after school by obtaining a media center pass from their classroom teacher and signing up in the Media Center before 2:00 P.M. Jr High students must obtain a pass to use the Media Center during study hall. In addition, students may use the Media Center after school Monday, Tuesday, Wednesday, and Thursday from 3:00-4:45pm.

### **Summer School**

In partnership with The Center for Gifted - a Northern Illinois University Partner - the district offers a Worlds of Wonder summer school program. Worlds of Wonder offers students a unique opportunity for summer learning and fun. Our summer program emphasizes creativity and critical thinking in a challenging and rewarding environment. This is a fee-based program with a discount offered to D102 families.

The Academic Summer School Program has three distinct programs including English Learners (EL), Extended School Year (ESY), and Bridges. Selection for these programs is based on teacher/principal recommendation and academic performance/need. There is no cost for these programs.

The **English Learners (EL) Summer School Program** is designed for students who are non-English or have limited English. These students learn to expand their English vocabulary and practice their speaking, listening, reading, and writing skills.

The **Extended Summer School (ESY) Program** is for children with an Individualized Education Program (IEP). Enrollment is based on teacher recommendation. Teachers work with students on IEP goals and objectives.

The **Bridges Summer School Program** is a six-week course designed to strengthen reading, writing, and math abilities.

Teachers differentiate instruction in order to maximize student learning.

### **Student Services**

District 102 provides a variety of support services and special education programs. Referrals are made to our Collaborate, Achieve, Succeed (CAS) team, which meets weekly. Services include speech and language therapy, occupational therapy, social work and psychological services, remedial math and reading programs, learning disabilities programs, regular education intervention and gifted resource programs. Additional services are offered as needed. Please contact Student Services at 847/353-5675 for more information.

### **English Learner (EL)**

D102 offers EL services to students who speak a language other than English in his/her home and qualifies for additional support. Please contact Teaching and Learning at 847/353-5665 for more information.

### **Field Trips**

Field trips are taken to enhance and enrich learning. A fee may be attached to the trip to pay for admission and transportation. Although there are occasional exceptions, fees for field trips are paid for at registration. If a family cannot afford the fee, please call the building principal to arrange for a scholarship.

Field trips are an extension of the school day and all school rules apply.

### **7th & 8th Grade Overnight Trips**

**Springfield:** Seventh grade students have the opportunity to participate in the Springfield trip. Students will stay one evening overnight as they tour historic Springfield, Illinois. Highlights include Lincoln's Tomb, Old and New Capitol, as well as the Lincoln Library.

**Washington, D.C.:** Eighth grade students have the opportunity to participate in the Washington, D.C. trip. Highlights of this three-day trip include the Capitol, war memorials, the Smithsonian, and Arlington Cemetery. There will be an informational meeting at the very beginning of the school year.

A student may be denied the privilege of the class trip(s) if his/her behavior indicates that his/her attendance might jeopardize the welfare of the group. Parents/guardians will be notified if their child's participation is in jeopardy. In no

instance will a decision regarding a student's non-eligibility be made before a parental contact has been made.

### **Graduation Policy: Aptakisic Jr High School**

Eighth grade students are awarded the privilege of a graduation banquet and commencement ceremony. A student may be prohibited from participation in the banquet and/or commencement ceremony if he/she has earned an Out of School Suspension during the school year. Parents of students in jeopardy of losing graduation privileges will receive notification at the end of the second trimester or any period thereafter. Final determination regarding a student's graduation status will be made during the second or third week of May.

Students are recognized at the graduation ceremony for academic achievements. Students who attain a 3.5 grade point average for the entirety of their academic career at AJHS with an appropriate attendance record will be recognized with a gold cord. Students who attain a 4.0 grade point average for the entirety of their academic career at AJHS with an appropriate attendance record are recognized with a gold honor sash. Students who receive an "NG" on their report card will not be eligible for the honor sash.

### **Aptakisic Jr High School Co-Curricular Activities**

The junior high offers a wide variety of co-curricular programs. Students may choose from academic clubs, service clubs, athletics (interscholastic), music, art or drama. Here is a sampling of what is offered to junior high students: Aptakisic Business Club (formerly Student Corporation); Aviation Engineering Club; Ballroom Dancing; Chorus; Art Studio; Band (Concert, Symphonic & Jazz); Boys and Girls Basketball; Broadcasting Club; Cheerleading; Boys and Girls Cross Country; Golf; Math Counts; Mosaic Variety Show; National Junior Honor Society; PALS (Peers Achieving and Leading to Success); Poms; Rebecca Caudill Reading Club; Scholastic Bowl; School Newspaper; Science Fair Club; Science Olympiad; School Play; Sforzando Strings; Boys and Girls Soccer; Spelling Bee; Student Leadership Council; Student Yearbook, Boys and Girls Track; Boys and Girls Volleyball; Wrestling; SPARK; and Young Authors. For detailed information, please refer to the junior high co-curricular handbook.

## **Eligibility Requirements**

All subjects determine eligibility in grade point average. These include, but are not limited to: Social Studies, Science, Math, Language Arts, Foreign Language, Reading, Enrichment, Band, Music, Health, Art, Drama/Debate, Physical Education, Chorus, and Study Skills.

Grade points are as follows:

A – 4.0

B – 3.0

C – 2.0

D – 1.0

F – 0

Please keep in mind that the primary purpose of Aptakisic Junior High School is to promote academic growth and well-being. Students engaged in an extra-curricular activity, which makes significant demands on their time, must perform satisfactorily in the classroom to continue participation in that activity. Classroom teachers will report ineligible students to the athletic director on a weekly basis.

Eligibility will begin the fifth (5<sup>th</sup>) Friday of the school year, for the first trimester grades, and be determined on a week-to-week basis after the fifth (5<sup>th</sup>) Friday. For the first Trimester, the first Friday will be the Friday ending the first full week of school. Eligibility in subsequent trimesters, during the first two (2) weeks, will be determined by the then current grade. After the first two weeks of the trimester, eligibility will be determined on a week-to-week basis.

Students who are deemed to have at least a grade of C in all subjects, with consideration given to the guidelines of this policy, will be considered eligible. If a student has been absent and has not had an opportunity to complete homework or tests, the student's grade will be averaged without that component. Students will not be penalized for incomplete homework or tests when an absence is excused and is within the "absent + 1" timeframe.

Athletes/participants must apply time-management to their study habits to achieve maximum results in their classes. Participation in co-curricular activities requires a strong commitment and students will be expected to complete assignments on time.

# Student Recognition

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## **Quality Students: Elementary Schools**

Both Pritchett and Tripp Elementary Schools have developed a unique management system based on the district's Universal Values of Integrity.

Quality Students will:

- be courteous
- enter school quietly
- respect themselves and others
- walk quietly in the hall
- follow directions from all adults the first time
- be polite during assemblies
- show respect for everyone's property
- take pride in their school.

Those students who have shown quality behavior and good citizenship throughout the week will be recognized. Please visit the Pritchett and/or Tripp web pages for more information on their student recognition programs.

## **“Go-4”: Meridian Middle School**

Sixth grade students are selected to be Go-4's based on teacher recommendation.

Responsibilities:

- The student will work one day in the office. Permission must be obtained in writing from the parents and each teacher when a class will be missed
- The student is responsible for all class work and homework
- The student will carry messages and packages to adults in the building
- The student will perform any other assigned duties.

## **Triple “A” Breakfast: Aptakisic Jr High School**

The Triple “A” breakfast is designed to recognize those students who have made positive progress in achievement (grades), attitude (behavior), and attendance. First and Second trimesters, teams will recommend students to join the principal and assistant principal for recognition.

## **National Junior Honor Society: Aptakisic Jr High School**

Students who have a cumulative GPA (grade point average) of 3.5 or higher at the end of the second trimester (without rounding and without any D's or F's) are eligible to apply for NJHS. The 3.5 or higher GPA does not guarantee acceptance; students need to document three examples of leadership and three examples of service. Students document this by collecting signatures from sponsors of activities they have participated in and also by writing three short paragraphs about how they have demonstrated the following traits; good character, leadership, and service.

Examples of leadership include school sports, outside sports, school clubs, Student Council, Aptakisic Business Club, school play, outside plays, Jazz Band, Solo and Ensemble, etc. Examples of service include volunteering at various D102 events, etc. Students can also count service done outside of school at religious and community functions, etc. However, students cannot submit babysitting, donating clothes or donating money. Signature forms to document service and leadership are available in the AJHS office or on the AJHS website.

Students who have either an in-school or out-of-school suspension, more than three detentions, or refuse to take achievement tests as required by state and federal law cannot be accepted for membership. Individuals caught cheating (based on severity), may not be eligible for membership. Staff members will keep sponsors informed of student infractions.

# Behavior and Discipline

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## **Behavioral Expectations**

District 102 schools strive to maintain a healthy, safe, and nurturing atmosphere for all learners. To provide such a positive learning environment, it is necessary to establish a common standard of behavior. Students are expected to meet this expectation during regular school hours, at school-sponsored activities, and when accessing the Internet anywhere on school premises.

Misbehavior is a matter of choice. Even those disruptions that appear minor in nature seriously interfere with the educational process.

Behavioral expectations at District 102 schools encompass the needs, rights, and responsibilities of students, parents, and teachers. All members of the District 102 community are expected to adhere to the primary rule, “**Personal behavior will not create a problem for self or others.**”

Students who choose to act in accordance with this rule may receive a variety of positive acknowledgements. Students who choose to act outside the parameters of this expectation will receive consequences that are fair, consistent, and developmentally appropriate.

**Bullying** – Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

Disciplinary action may result from conduct occurring beyond the school day and/or school grounds causing substantial disruption to the educational process or orderly operation of a school. **Illinois schools are required to notify parents and students that schools are now permitted to request or require a student to provide social networking passwords and account information to access the student’s account or profile if the school has reasonable cause to believe that the account contains evidence that the student has violated a school disciplinary rule or policy, such as cyber-bullying.**

All students should be free from worries about being bullied. Students who bully others must be taught other, appropriate ways of interacting with peers. The purpose of this section is to provide you with information concerning the School District’s anti-bullying program and to encourage you to help us identify students who are being bullied.

The School Board policy on bullying begins with this goals statement:

*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 is an important District goal.*

Bullying is defined in the School Board policy as follows:

*Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:*

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Board’s entire policy 7:180, *Preventing Bullying, Intimidation, and Harassment*, may be found on the District’s website. Individuals may report anonymously incidents of bullying to <http://www.d102.org/tip>.

**Classroom behavior** - Students are expected to use courteous behavior toward other students and all school staff. If a student neglects this courtesy, he/she is subject to disciplinary action.



**Corridor behavior** - Students are expected to use courteous and considerate behavior toward supervisors and other students within the school corridors:

- Please walk to the right in the halls and stairways
- Please talk quietly in the halls
- Please walk at a reasonable and safe pace in the halls
- Please discard trash in the containers provided and pick up litter in hallways
- Please leave the school building promptly after dismissal.
- Students remaining after school must be under the supervision of a teacher.

**Playground behavior** - Students are expected to demonstrate positive, cooperative, respectful, and safe playground behavior toward supervisors and other students on the playground. Due to safety reasons the following equipment is not allowed:

- Wooden or aluminum baseball bats
- Solid or hard balls of any sort
- Skateboards, roller blades, roller skates
- Other types of equipment or games that, in the supervisor's judgment, could cause a potential injury
- Electronic games.

#### **Lunchroom behavior**

- Students will follow the directions of the lunchroom supervisors at all times
- Students will sit at their table
- Students will talk quietly
- Students will not throw food
- Students will clean their area after they have finished eating
- Students will use good manners while eating
- Students will keep all food in the cafeteria.

#### **Discipline**

It may be necessary to discipline students whose conduct affects the well-being of other students, district employees, or any other person given student supervisory responsibilities. In accordance with due process and statutory requirements, the Board of Education may suspend or expel students from school, the school bus, or from school-sponsored activities for acts of gross disobedience or misconduct.

**Cheating** - Cheating includes copying from someone else's paper, downloading work off the Internet to use as one's own,

allowing someone to copy from your paper, using a prepared set of answers or information for a test or quiz, talking to anyone but the teacher during the test, discussing test answers with other students, or using a teacher's answer key. Individuals caught cheating (based on severity), may not be eligible for the National Junior Honor Society or other honor programs. The consequences for cheating are consistent with building protocol. Teachers will notify a parent/guardian of the occurrence.

**Falsely Activating an Alarm** - A student who intentionally activates a **fire alarm or defibrillator case** without cause will be subject to a fine, and possible further disciplinary action.

**Tardy to Class** - Students should be in the classroom and ready to work at the time class is scheduled to begin. Appropriate action will be taken for repeated violations.

**Displays of Affection** - Only appropriate public displays of physical affection are allowed.

#### **Standards for Student Dress/Cleanliness**

Students who are appropriately and comfortably dressed are able to focus on school work more effectively. The following guidelines will be enforced by building administrators. Cooperation by parents is appreciated.

1. Dress or appearance that provokes or distracts other students or otherwise causes a disruption to the educational process is prohibited
2. Shoes must be worn at all times
3. Clothing, jewelry, or accessories may not have writing or pictures that advertise or advocate alcohol, drugs, tobacco, obscenity, violence, or gang activity
4. Baseball caps/hats may only be worn on designated school spirit days
5. Undergarments should not be visible
6. With the exception of appropriate jewelry, no chains should be worn.

Examples of current fashion items that are not in good taste, or dress that disrupts the educational process may include, but are not limited to, the following:

1. Necklines that are too low or exposed midriffs
2. Shorts, skirts, dresses or shirts that are tight, short or transparent
3. Strapless or spaghetti strap attire

4. Pants, shorts or skirts that permit the display of undergarments, whether worn low or having a low rise.

Students who are in violation of the policy and rules of student dress code will be asked to comply with the rules by either changing to other attire that is available at school, or by having parents bring different clothes from home. In the event there is noncompliance to the above regulations, there may be further consequences.

Cleanliness and good personal hygiene are of the utmost importance. A staff member may speak with a student or contact a parent/guardian if personal cleanliness interferes with the educational process.

**Gum** - Students may not chew gum at school including lunch, recess, and when riding the bus unless requested to do so for an approved activity.

#### **District 102 Discipline Response Program**

The Response Program was designed to provide a system for addressing student behavior that is not responsive to the classroom management plan on a consistent basis. Every effort will be made to address inappropriate behavior with the least restrictive intervention. Students and parents/guardians are expected to familiarize themselves with the Response Program in an effort to avoid confusion if the student's behavior warrants this level of intervention. The Response Program is sent home annually through the Student Handbook. The school administration will determine which response is most appropriate for each individual situation.

**Response I: Phone Call and Warning from the Teacher** (with documentation) If a student has failed to observe a rule, the teacher will remind the student of the rule being violated. If the misbehavior continues, the teacher will discuss the behavior and the consequences with the student, the parents/guardians of the student, and school administration to make every effort to resolve the problem. Step I will be initiated if resolution of the problem fails to occur. Parents/guardians of the student will be notified regarding the misbehavior. The school administration will keep a record of the notification.

**Response II: Notification from the School Administration and/or Possible Loss of Privilege** If similar behavior continues, school administration will call the parents/guardians of the student to explain the violation and the procedure that will

follow if similar behavior continues. The school administration may offer the services of the school social worker at this time and/or possible in-school detention. The school administration will keep a record of the notification.

**Response III: Notification from the School Administration and Loss of Privilege** If after progressing through the first two steps the student continues to exhibit the behavior, the student will be placed on Response III. The school administration will notify the parents/guardians and will send home a detention form to be signed.

After-school detention is a 45-minute period supervised by a certified staff member and has special rules. It is not to be confused with staying after school for a teacher. The student will be ineligible until the detention is satisfactorily completed. A student who is ineligible loses all privileges such as, but not limited to the following: field trips, school dances, athletics, clubs, etc.

All detention forms must be signed by the parent/guardian and returned to the school administration the following school day. Failure to return a referral form the following school day (unless ill or excused absence) will result in another detention. The date and time for the students's detention will be included on the form.

**Response IV: Possible Behavior Contract Depending upon the Situation** The student may be eligible for a behavior contract. The student, the school administration, the parent/guardian, and possibly a representative from the CAS (Collaborate Achieve Succeed) team will develop a behavior contract with input from the teacher involved. If the parent/guardian is unable to be present while the contract is being developed, the contract will be sent home for the parent's/guardian's signature. The contract will need to be signed and returned within seven calendar days. The school administration and, if applicable, a representative from the CAS team will have a conference with the student after the contract is developed. If the behavior continues, further steps/consequences may be given at the discretion of the school administration. Possible options include:

- Exclusion from participation in school activities and/or field trips due to excessive lack of respect for school rules
- I.S.S. (In School Suspension) - A student will be isolated from classmates and regular assignments will be required. Parents/guardians shall be notified. Student must report to the office with all books and supplies necessary to complete all assignments. The student may not attend

activities after school. This may also result in no participation in school activities or after school activities for five (5) school days from the day of suspension.

- O.S.S. (Out of School Suspension) - may result in no participation for up to twenty (20) school days counted from the first day of the student's return to school. A student who has been issued an O.S.S. may make up classroom assignments and receive full credit.

#### **Response V: Immediate Removal from School**

The severity of the consequences for the following will be determined at the discretion of the school administration up to and including immediate out of school suspension, expulsion pending Board of Education approval, and criminal prosecution:

- Use of physical aggression or threatening someone, including fighting, bullying, intimidation, etc.
- Behaving in any manner which may be perceived as personally or morally inappropriate
- Vandalism
- Consumption, sale, possession, or distribution of any tobacco products including lighters, alcoholic beverages, illegal or controlled substances or paraphernalia, and look-alike drugs
- Possession of any real or imitation weapons
- Gang related activities
- Sexual harassment
- Racial, ethnic, religious, gender or sexual orientation slurs.

#### **Other**

A written warning may be the initial formal consequence for:

- Being tardy for class
- Disrupting the learning of others
- Eating or drinking outside the cafeteria
- Writing or passing notes
- Littering
- Bringing personally owned entertainment equipment or toys to school to the point they are a distraction
- Wearing hats in the building on days that are not designated school spirit days
- Buying, selling, or bartering items while at school.

A detention may be the initial formal consequence for:

- Violating safety rules
- Disrespecting, defying, or disrespectful behavior towards any staff member

- Violating any portion of the [Responsible Use of District Owned Devices](#) and/or Equipment Policy and Procedures or the Authorization for Personal Use of District-Owned Device Procedures
- Using inappropriate language, gestures, and/or dress code violations
- Taking or having in one's possession things that belong to others without the permission of the owner
- Bringing inappropriate printed or photographic materials to school
- Failing to attend all scheduled periods (cutting class)
- Leaving the classroom without permission.

# Technology & Technology Devices

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## **Electronic Devices**

There are several types of electronic devices that are used as study aids. These include, but are not limited to, calculators, computerized spell checkers, calendars/organizers, devices with audio or video recording, eReaders, iPads, iPods, laptop computers, and tablets. Students must use these tools in an appropriate manner so as not to disrupt the learning environment.

Personally owned electronic devices that are not allowed in school or on school grounds include, but are not limited to, hand held electronic games, CD players, MP3 players, global positioning systems (GPS), radios, etc.

## **Personal Technology Initiative (PTI)**

For the 2017-2018 school year, all fourth through eighth grade students will be issued a district owned iPad for learning purposes. Parents of these students and the students themselves receiving these devices must sign the "Authorization for Personal Use of District-Owned Device Procedures."

## **Cellular Devices**

The following definitions and procedures establish the rules applicable to students concerning the use of cellular telephone devices while on school property or during school-sponsored activities. Any reference to "parent" shall also be deemed to refer to "guardian" as appropriate.

Cellular devices include all cellular or mobile telephones; numeric or text-message pagers; electronic messages; iPads; Kindle; MicrosoftSurface; other Android platform or Windows devices; MP3 players, iPods, etc.

**Emergency** - An occasion when the safety and/or health of a student is in jeopardy and requires immediate action. The existence of such an emergency will be determined by the principal, or the principal's designee, after explanation of the circumstances by the student. Matters of convenience will not be considered an emergency for the purpose of these procedures.

**School Hours** - For use of cellular devices, school hours refer to the time between the first bell of the morning and the last bell of the afternoon.

**Limitations of Student Access** - It is permissible for students to possess cellular devices on school property and during school-sponsored events, with the following limitations: 1) They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker, 2) They must be turned off during the regular school day, unless the supervising teacher grants permission for them to be used or if needed during an emergency, 3) They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules, 4) They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions as defined in State law, i.e., sexting. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone may be searched by law enforcement personnel upon reasonable suspicion of 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. Further, as for cellular devices that are capable of taking and/or transmitting digital photographic images, students are prohibited from using such devices in any restroom, locker room, or other location where students and or staff have a reasonable expectation of privacy.

A student seeking an exception to these procedures must obtain written consent from the building principal, or the principal's designee, prior to acting outside of these procedures. Such an exception shall only be granted in the case of an emergency, as described above. Teachers and staff may also give special permission to allow the use of student cellular devices to enhance the educational experience.

**Failure to Comply with Procedures** - Students found to be in violation of these procedures concerning the use of cellular devices will be subject to the following:

1. The device may be confiscated by any staff member who determines these procedures have been violated, whether by observing a student using the device, observing the device in plain sight, or by hearing the device go on during school hours. The student can retrieve the confiscated device at the end of the school day.

2. On the second occurrence, the student and his/her parents/guardians must retrieve the device from the office. The student must have fulfilled any disciplinary obligation and these procedures will be reviewed with both the student and his/her parents/guardians.
3. If another violation should occur, administration may determine that a particular student shall be prohibited from possessing any such device while in school.

### **Guidelines for Acceptable Use of District Computer System(s) by Students**

Students and their parents should carefully review this section of the handbook regarding acceptable use of District 102 computers and access to the Internet. **When parents and students sign the acknowledgement letter that they have received a student handbook and agree to the terms contained therein, they are also agreeing to district rules and regulations regarding permissible computer use.** Failure to follow district rules and regulations regarding permissible computer use will result in appropriate disciplinary action, which may include loss of computer access privileges.

Although the district's network and access to the Internet is for educational purposes only, it is almost impossible for the district to prevent access to all non-educational materials. The responsibility for appropriate use of district computers ultimately rests with the computer user.

The System shall include all computer hardware and software owned or operated by the district, the district electronic mail, the district website, and the district online services and bulletin board systems. "Use" of the System shall include use of or obtaining access to the System from any electronic device whether owned or operated by the district.

### **Disclaimer**

The district makes no warranties of any kind, whether express or implied, for the System. The district is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained via the System is at the user's own risk. The district is not responsible for the accuracy or quality of information obtained through the System. The district is not responsible for any user's intentional or unintentional access of material on the Internet, which may be obscene, indecent, or of an inappropriate nature.

### **Privacy**

Students have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the district's electronic mail system. The district has the right to and does monitor use of the System by students, including student access to the Internet, as part of System maintenance to determine whether the use is consistent with federal and state laws and district policies and guidelines.

### **Privileges**

Access to the System is provided as a privilege by the district and may be revoked at any time. Inappropriate use may result in discipline, including the loss of System use privileges. The System, including all information and documentation contained therein, is the property of the district, except as otherwise provided by law.

### **Prohibited Use**

Uses of the System listed below are prohibited and may result in discipline or other consequences (See Consequences for Violations.) Students will not use the System to:

1. Engage in activities, which are not related to or allowed by district educational purposes or which are contrary to the instructions from supervising district employees as to the System's use.
2. Access, retrieve, or view obscene, profane, or indecent materials. "Indecent materials" are those materials, which, in context, depict or describe sexual content in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political, or scientific value.
3. Access, retrieve, view, or disseminate any material in violation of any federal or state laws or regulations or district policy or rules. This includes, but is not limited to: improper use of copyrighted material, improper use of the System to commit fraud, or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, district employee, or user.
4. Transfer any software to or from the System without authorization.

5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin, or sexual orientation.
7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
8. Gain unauthorized access to or vandalize the data or files of another user.
9. Gain unauthorized access to or vandalize the System, or the computer system of any other individual or organization.
10. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
11. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
12. Download, copy, print, or otherwise store or possess any data, which violates federal or state copyright laws or these Guidelines.
13. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing, or other unwelcome messages.
14. Send mass electronic mail to multiple users without prior authorization by the appropriate district administrator.
15. Post materials on the district's website without the authorization of the appropriate district administrator.
16. Vandalism or attempted vandalism to the System is prohibited and will result in discipline as set forth in the district guidelines, and in potential legal action. Vandalism includes, but is not limited to, the downloading, uploading, or creation of computer viruses.

### **Security and User Reporting Duties**

Security in the System is a high priority and must be a priority for all users. Students are prohibited from sharing their login ID's or passwords with any other individual. Any attempt to log in as another user will result in consequences as set forth in the district's guidelines. A user who becomes aware of any security risk or misuse of the System must immediately notify a teacher, administrator, or other staff member.

### **Consequences for Violations**

A student who engages in any of the prohibited acts listed above shall be subject to discipline, which may include: (1) suspension or revocation of System privileges, (2) other discipline including suspension or expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

Misuse of the System by a student may be considered gross misconduct as that term is defined by the district Student Discipline Policy and rules, and Student may be disciplined pursuant to the Student Discipline Policy and rules. A student who believes that his/her System use privileges have been wrongfully limited may request a meeting with the principal to review the limitation. The decision of the principal shall be final.

# District and Personal Property

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## Damage to District Property

Textbooks, calculators, laptops, iPads, and other materials issued to students should be covered and treated with care. The student must pay for any damage beyond normal wear and tear. Deliberate damage to school property will result in disciplinary action.

## Student Valuables

Students are not allowed to bring large amounts of money, skateboards, roller blades, roller skates, trading cards, or other valuable items to school. The school cannot assume any responsibility for loss, damage or theft of personal property.

## Lost and Found

All items brought to school by a student should be labeled. All articles of clothing found will be kept in the lost and found area at each school. Personal items such as purses, watches, jewelry, glasses, etc. will be kept in the office. If not claimed in a reasonable amount of time, these items will be disposed of or donated to charity. Students and parents/guardians are encouraged to check the lost and found and building office for missing possessions.

## Hallway Lockers

Every student attending Meridian Middle School or Aptakisic Jr High School, as well as some at Tripp Elementary School, is assigned a corridor locker with a built-in combination lock. Students will be responsible for keeping the combination to their locks confidential. The district assumes no responsibility for the safety of any personal property damaged, lost or stolen from lockers, but will take reasonable measures to keep this from occurring.

As a general practice, building staff members makes routine locker inspections. The building administrators reserve the right to enter lockers:

- When reasonable cause exists to believe there is a harmful or prohibited item in such locker
- When there is cause to believe that missing school materials are present
- To assure that lockers are properly maintained in a safe, healthy, sanitary condition.

Here are some reminders that will help students avoid many problems:

- Keep books and personal items in lockers when not using them
- Keep lockers locked at all times
- Clean out lockers regularly
- Spin combination locks after closing
- Report locker problems to the office immediately
- Do not share locker combinations with other students.

Students can decorate lockers for birthdays if they follow these guidelines:

- School appropriate
- Does not damage lockers
- No balloons
- Cannot decorate before a specified time
- Decorations are taken down by the end of the school day.

## Gym Lockers: Aptakisic Jr High School

Students need to pay particular attention to LOCKING their gym locker. This area is available to the entire student population during the day. Many after school activities also require the use of the locker room facilities by both our students and those from other schools. It is vitally important to be sure your P.E. locker is locked and secure.

## Search

The principal, assistant principal and/or other administrators may conduct a search of a student if they believe the student has drugs, weapons, alcohol, or other materials in violation of school rules or state law. The search may include inspection of clothing, wallets, purses, backpacks, and other personal property. The search may also include an inspection of school property including student lockers, desks, and other areas where items may be kept.

# Safe and Secure Schools

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## Emergency Closing Information

The district utilizes an automated telephone notification system to send out a mass phone message to district families in the event of a school closing, change in routine, or an emergency. This phone call will also be followed by an email alert. Please be sure to inform your school office if your phone number or email address changes to ensure you receive these important alerts.

You may also listen to radio stations WGN 720 (AM) or WBBM 780 (AM) or TV Stations, CBS Channel 2, NBC Channel 5, ABC Channel 7, WGN Channel 9, Fox 32, or CLTV Cable. You can access closing information online at [www.emergencyclosings.com](http://www.emergencyclosings.com) (to search for your facility by name and city or by phone number) or log onto the District 102 website ([www.d102.org](http://www.d102.org)) and use the link to the Emergency Closings website.

## Emergencies During the School Day

District 102 schools are notified immediately regarding severe weather conditions via the Civil Defense Warning System. In the event of the direct path of a tornado or a national emergency, all students will proceed to a designated safe location in the building. In the event there is severe weather at the end of a school day, children may be kept at school until the threatening weather has passed. During a lockdown, the teacher locks the door from the inside and gathers the children in an area of the classroom that is not visible from any windows. The children remain quiet with the lights out until the teachers are informed that the danger has passed.

A student who intentionally activates a **fire alarm or defibrillator case** without cause will be subject to a fine, and possible further disciplinary action.

## Safety Drills

Students and staff participate in lockdown, fire, tornado, and bus safety drills. Drills are conducted in partnership with the Buffalo Grove Fire and Police Departments. Drills of this nature are required by law and practiced routinely to ensure students understand the procedure and will be prepared to respond quickly and calmly in case of an authentic emergency.

## Bullying

District 102 has an approved bullying plan in place. Bullying is the violation of a person's right to feel physically or emotionally

safe. Incidents of physical assault or verbal abuse (threats, extortion, or violence) are not acceptable at school or at school-sponsored activities and will not be tolerated. Students who engage in bullying types of behavior will be subject to disciplinary action up to and including a Level V Response meaning suspension, and/or expulsion from school and/or school activities. (Please refer to Board Policy 7:20 for more information on the district's guidelines regarding bullying.) If you are concerned that your child is being bullied, please contact your building administrator or school social worker.

## Threats to Others

Threats of violence of any kind by a student or other person are taken seriously, and will result in consequences for the person making such a threat. Consequences include suspension and/or expulsion from school and/or school activities. Students who make such threats will not be allowed to return to school without a parent/guardian, student, and administrator conference.

## Gangs and Gang-Related Activities

Gangs and gang-related activities are prohibited on school property and at school-affiliated activities. No student may intimidate or harass another student for the purpose of gang recruitment or gang retaliation. "Gang" as used in this policy shall mean two or more individuals who associate with each other primarily for criminal activities prohibited by law and by the district's rules and regulations. A determination that such behavior has occurred will result in disciplinary action up to and including suspension or expulsion from school and/or school activities. No student:

1. shall communicate either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) in membership or affiliation with a gang
2. shall commit any act, which furthers gang activity, such as:
  - soliciting others for membership in any gangs
  - requesting any person to pay protection or otherwise intimidating or threatening any person
  - inciting other students to act with physical violence upon any other person
  - committing any other illegal act or other violation of school district policies.



### **Harassment**

Verbal or physical conduct that denigrates, shows hostility, or aversion toward an individual because of his/her race, color, religion, gender, national origin, sexual orientation, or age will not be tolerated. A determination that such behavior has occurred will result in disciplinary action up to and including suspension or expulsion from school activities and/or school.

### **Sexual Harassment**

Sexual harassment of any kind is not tolerated. Such conduct will result in immediate consequences up to and including suspension and/or expulsion from school or school activities.

### **Sex Offenders**

The Sex Offender Registration Act requires principals to notify parents that sex offender information is available to the public. Under existing law, the state police must identify offenders as part of a statewide sex offender database. Any parent who wishes to access the database should go to [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor) and click on the tab "I agree" to search for offenders in your zip code area.

The Criminal Code contains other protections designed to minimize the possibility that child sex offenders can endanger students. Specifically, it is unlawful in Illinois for a child sex offender to knowingly be present in any school building, on any school campus, or on any school-operated vehicle when young people under age 18 are present. In the rare situation of a child sex offender who is the parent of a student attending school, the statute generally restricts such parents to school visits approved in advance and conducted under the direct supervision of school staff.

The Criminal Code also makes it unlawful for a child sex offender to reside within 500 feet of a school building or the campus of any school attended by students under 18 years of age. However, this recently added prohibition does not apply to an offender if he or she owns the residential property in question, and purchased it before January 1, 2000.

### **Visitors**

All visitors MUST enter the front door and report to the building office where they will need to present a government issued photo ID (passport or driver's license) to receive a visitor's badge. This badge must be displayed at all times while in the building and school grounds. Staff has been instructed to stop all visitors without badges and to ask them to return to the

building office. While parents are always welcome at our schools, unannounced visits disrupt the routine and deprive students of precious learning time.

# Health and Wellness Services

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## Wellness Components

District 102 is focused on integrating the eight components of coordinated school health (“The Essential Eight”) as identified and explained below.

1. Health Education: Every day, students are bombarded with new information about health. How can they know what is accurate, what is relevant, and how to use that new health information? Although it rarely occurs, the Joint Committee on National Health Education Standards recommends health education in every grade. District 102 has made that commitment.
2. Physical Health: Lack of physical activity among youth is a major concern today. Research has documented the link between physical education and school performance. High quality physical education programs increase physical competence, fitness, and responsibility, encouraging students to value lifelong physical activity (National Association for Sport and Physical Education, 2005).
3. School Health Services: Health services can include first aid, emergency response plans for individual students with life-threatening allergies, and diagnostic assessments or screenings. Each of the district’s four schools has registered nurses who work in partnership with the Illinois Department of Public Health and local community health agencies and professionals.
4. Counseling, Psychological and Social Services: Schools need to provide additional support to students at risk of academic failure as a result of emotional challenges brought about by situations in or out of school. School services can include peer support and counseling, mental health counseling, workshops, and positive alternative programs in collaboration with community based programs and services. All of our schools employ full-time social workers and psychologists.
5. Nutrition: Many students take advantage of meals offered at school. Our food service manager sits on the Wellness Committee and is committed to a healthy, well-balanced lunch program.
6. Staff Wellness: Teachers and other school staff are important role models for students. The more teachers value health, the more classroom practices support student health. Programs for staff in District 102 continue to expand. Workshops are provided related to healthy life-styles, fitness including pedometers, stress management techniques, yoga, wellness checkups, safety, CPR, and first aid options.
7. A Healthy School Environment: To learn effectively, teachers and students need a healthy school environment, one that is clean, well lit, comfortable, physically safe, with minimal noise or other distractions. Equally important, the psychosocial environment should support diversity and promote personal growth, wellness, and healthy relationships. District 102 is committed to consistently enforcing policies and procedures related to student health, safety, and conduct. These policies typically address such issues as the use of tobacco, alcohol, and other drugs; name-calling; sexual harassment; violent behaviors; and emergency preparedness.
8. Family and Community Involvement: To address students’ needs, schools need to increase their capacity by encouraging family and community involvement. District 102 is committed to coordinating and integrating activities and initiatives both inside and outside the school. This partnership is two-way and includes PTO, advisory groups, and family and community outreach programs. Parents and community members are invited to join the Wellness Committee. Please contact Teaching and Learning at 847/353-5665 for more information.

## Illness

Parents should keep their child home when these symptoms are present:

1. Fever of 100 degrees or higher taken in the morning before school
2. Nausea or vomiting
3. Skin rash or sores
4. Reddened, swollen, or watery eyes or discharge
5. Red or swollen joints
6. Diarrhea
7. Excessive coughing or sneezing
8. Sore throat

9. Headache, earache.

Parents/Guardians should keep their child home for 24 hours after an elevated temperature has returned to normal. (This is without administering Tylenol or Motrin.) Parents are asked to keep their child home for 24 hours after vomiting as well. If any of these symptoms persist, parents should take their child to a licensed medical professional.

Parents/guardians can help curtail the spread of illness by daily monitoring of their own children. Because of the contagious nature of many illnesses, parents should consider their child's physical complaints before he/she leaves for school.

If a child displays symptoms of illness during the school day, parents/guardians will be contacted and expected to arrange for their child to be picked up in a timely manner. Sick children cannot remain in school. Parents should be sure their child's school has the most recent emergency contact.

Parents/guardians are asked to report any communicable disease to the school nurse. Likewise, the school nurse will notify parents, as recommended by the Lake County Health Department guidelines, of any reported communicable disease in a child's classroom.

**Medication Policy**

Students are prohibited from bringing to school or self-administering any medication, whether prescription or non-prescription, (hereafter "medication") except in strict accordance with school regulations. No district employee may have in his/her possession any student's medication except in accordance with school regulations. Nor may any district employee administer to a student any medication except in accordance with school regulations. Parents should not give their child any medicines (including nose drops, aspirin, etc.) to keep and take at school. Cough drops may be sent for students in grades 5-8. 3<sup>rd</sup> and 4<sup>th</sup> grade students may have cough drops only if accompanied by a signed parent note. This is for the safety of all students.

A student who needs to receive medication of any kind during school hours must, prior to bringing any such medication to school, provide the building principal with a completed medication form signed by the student, the student's parent or guardian, and the student's physician. The form must clearly state the following:

- Name of medication
- Dosage
- Times at which medication must be taken.

This permission must be renewed at the start of every school year and with each new prescription.

The school nurse or building administration shall keep all student medication in a secure place. All medication must be clearly marked with the student's name, doctor's name, contents, and dosage. Medication will be administered by the school nurse whenever possible.

In the event the school nurse cannot administer the medication, teachers or other certified school personnel, as designated by the principal, will administer the medication. If the school nurse or other certified personnel are not available, non-certified school personnel may administer the medication with the prior approval of the principal.

The school nurse or building principal shall be responsible for keeping a record of all medication dispensed to students including the dosage, the time the medication was dispensed, and who administered the medication. Students may keep their inhalers in their possession as long as written parent permission is on file and the inhaler is supplied in the prescription box. If there is no prescription box, the doctor must sign a written release.

School District 102 reserves the right to reject any request for the administration of medicine in the school.

**Allergy Guidelines**

Parents should notify the school nurse and their child's homeroom teacher in writing if their child has any food allergies or special dietary needs. All life-threatening food allergies coming forward to the school's attention will initiate an Emergency Action Plan (EAP) personalized for each child. All Individual Health Care Plans (IHCP) or 504 Plans will include an EAP for students with life-threatening allergies.

The increase in the number of students with severe or life threatening food allergies has prompted the district to adopt new guidelines for bringing treats into the classroom. Please read the Birthday Treats/Classroom Treats section of this handbook for more details.

### **Hearing & Vision Screening**

The school nurse will conduct a hearing screening for:

- Early Childhood, Kindergarten, and students in Grades 1, 2, and 3 as mandated by state law
- All new students
- All special education students
- All teacher referrals.

Additionally, the school nurse will conduct a vision screening for:

- Early Childhood, Kindergarten, and students in Grades 1, 2, 5 and 8 (All of these are mandated by state law except fifth grade)
- All new students
- All special education students
- All teacher referrals.

### **Use of Stock Epinephrine in School**

The Access to Epinephrine in Schools Act (PA 97-0361) allows Illinois schools to voluntarily maintain a supply of emergency epinephrine auto-injectors for students who have forgotten their epinephrine at home or who do not have a known allergy. The school nurse or personnel appropriately trained in the administration of emergency epinephrine may administer epinephrine to any student that he or she, in good faith, professionally believes is having an anaphylactic reaction and who does not have an Emergency Action Plan in place.

Parents have the right to opt out of the administration of epinephrine in an emergency to their child. The school shall accept a written request from a parent or guardian stating that his or her student shall not be administered epinephrine under any circumstances.

Each school in District 102 has stock epinephrine in the health office. However, the supply of emergency epinephrine allowed under this Act is not intended to replace epinephrine prescribed to students with known allergies. If a child has a known allergy that may require epinephrine, it is the parent's/guardian's responsibility to provide that medication to the school.

### **Exemption from Liability**

Under Public Act 97-0361, a school district or non-public school and its employees and agents are to incur no liability for the administration of epinephrine provided the school nurse or

trained personnel acted in good faith when administering the epinephrine to a student who he or she professionally believed to be having an anaphylactic reaction. Only in cases of willful and wanton conduct will liability be incurred. Therefore, if a student is injured or harmed due to the administration of epinephrine that a school obtained under the provisions of this Act, the school, its employees, and its agents will not be held responsible for the injury unless the epinephrine was administered with a conscious disregard for safety.

### **Crisis Response**

If a family crisis is affecting a child's ability to learn, parents should inform their child's teacher or school administrator. If necessary, the administrator will, in strictest confidence, confer with staff members who directly interact with the child and will pursue, with parental permission, necessary support services for the child and family.

Students who present with concern of harm to themselves, threat of harm to others, or are being harmed by someone else, demonstrate a safety risk. These students should be immediately brought to the attention of the building administrators, social worker, and/or psychologist. At that point, the proper course of action, per the district approved Crisis Intervention Plan, will be followed. Each building within District 102 is equipped with a Crisis Intervention Plan and a team of personnel trained to take necessary action.

Any information obtained about the student is confidential and may be shared with the building administrators, and select staff members as appropriate.

# Lunch Program

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## Lunch Procedures

All students are expected to remain in school and have lunch in the cafeteria. Students may bring a sack lunch from home or purchase a hot lunch. Menus for hot lunches are published monthly. Lunches are \$3.00 each and milk is .55 cents. (Parents should make sure their student has a sack lunch or money in their lunch account each day.)

The district has an automated lunch program. Parents/guardians can deposit money [cash or check] to the building secretary or cafeteria manager who will see the money is deposited in the student's account. Parents/guardians may add money to their online account using a credit card. Deposits made to a student account take approximately two (2) days to post. **Checks should be made payable to Quest Food Management Services.**

Parents who create an online lunch account can view account information and purchases using MySchoolBucks, the district's online lunch payment system.

1. Go to the District website at [www.d102.org](http://www.d102.org)
2. Under Parents, Click Online Lunch Payment
3. Click on the link [mySchoolBucks](#). From this site parents will be able to create an account. Parents will need the child's name, student ID number (which can be obtained by contacting Technology at 847/353-5690) and an email address.

Students who wish to purchase lunch MUST maintain a positive lunch account balance. Parents may view their account online and can set up email notification to alert them when the account balance dips below \$10. This online account also allows parents to see what each child has purchased and how much money remains in the account.

**Pritchett and Tripp** students will be given a lunch ticket as applicable that they can swipe to gain access to their lunch account. This will identify the student to the system and call up his/her account on the cashier's screen.

Pritchett and Tripp students must:

- Sign up for lunch in the classroom
- Call home before 9:30 A.M. if a lunch is forgotten. After that time a student without a lunch or money will be given a temporary lunch ticket
- Bring their lunch ticket with them to lunch
- Leave the lunchroom only with the permission of the supervisor(s)
- Not exchange or give away food items to other students
- Not bring glass bottles or containers
- Remain quiet during announcements
- Remain seated after eating and wait quietly until their areas are cleaned up and permission for dismissal is granted
- Leave the lunchroom in an orderly fashion.

**Meridian Middle School** and **Aptakisic Jr High School** students are REQUIRED to use their school provided identification card in order to purchase lunch. ID cards will be debited at the time of purchase. Students will be given a temporary lunch card if they do not have their lunch identification card. Replacement cards are available at any time during the school day for a \$5.00 replacement fee. Students are encouraged to have a backup plan if they need to purchase a lunch and they do not have their identification card.

## Free or Reduced Lunch

Families must qualify for free or reduced lunch according to federal guidelines. Free or reduced applications are distributed in August to all students. An application can also be obtained by contacting the Business Office at 847/353-5680.

# Transportation

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## Bus Transportation

In accordance with the Illinois School Code (105 ILCS 5/29), District 102 provides free transportation for students residing at a distance of one and one-half miles or more from their assigned school or residing in an approved serious safety hazard area. Based on these guidelines, some schools have only limited areas where service is available. Students who are not entitled to free bus service may pay to ride the bus if there is an existing bus route with space available to accommodate them.

In addition, District 102 has afternoon activity bus routes that provide transportation for students who typically take the bus and are participating in after-school activities. These routes are different than the regular a.m. and p.m. routes and have limited stops.

Written notification must be given to the child's teacher if you are picking your child up from school and he/she will not be riding the bus. Otherwise, your child will be on his/her bus.

Students must ride assigned buses. A student must board and leave the bus only at his/her designated stop.

Students wishing to play with friends after school must make arrangements after they have reported home. Bus notes will not be accepted for students to go home with other students unless in *special circumstances* and pre-approved by an administrator. In the case of *special circumstances*, if a student needs to ride home with another student, each student must bring a note from his or her parent/guardian. The children will need to bring the notes to the office to be signed.

If a student misses the bus he/she must report to the office. Bus riders will not be permitted to walk home.

## Kindergarten Buses

Morning kindergarten students may walk to school with their older peers and siblings but for safety reasons must be bused home during the noon hour. Morning kindergarteners take the bus to school with older children on a regular bus and go home on name or letter buses (Pritchett = Mickey Mouse, Snoopy, etc. and Tripp = A,B,C,D). Kindergarteners are assigned to the first two rows of the bus when riding with older children.

## Bus Conduct Guidelines

For child safety and protection on the bus, all students must follow these guidelines:

- Please be on time at the designated school bus stop
- Wait until the bus comes to a complete stop before attempting to board. Misconduct can cause the driver to be distracted and jeopardize the safety of the students on the bus
- Students will only ride on their assigned bus
- Students will be courteous to fellow students and to the bus driver
- Students will remain seated while the bus is in motion
- Students will keep their hands and feet to themselves
- Students will speak in a conversational tone of voice - shouting or the use of profanity is not tolerated
- Windows may only be lowered to the black line
- All personal belongings will be kept within the bus
- Students will keep hands, feet, and all other body parts inside the bus
- Eating/drinking (and this includes water bottles) or gum chewing is not allowed on the bus
- Students will take all personal possessions with them when leaving the bus
- Vandalism to a bus will result in immediate suspension of bus privileges.

If a student is in serious or repeated violation(s) of any of the bus guidelines, the student will be suspended from bus privileges. In such a case, it will be the responsibility of the parent/guardian to transport the student to and from school. Video cameras may be used on buses to monitor student behavior. The school reserves the right to change a student's bus assignment or assign seats at any time.

## Late Buses

If your child rides the bus and has not arrived home within a reasonable time and the school office is closed, please call **First Student Bus Company at 847/634-0868**. The dispatcher will use a two-way radio and call the bus while you are on the line.

### **Bicycle Riders**

Students in first through eighth grade may ride bicycles to school if their parents feel they possess sufficient biking skills and judgment. Bikers must dismount once they reach the school grounds and walk their bicycles to a bicycle rack. Bicycles should be locked to the bike rack upon arrival at school. District 102 cannot assume any responsibility for lost or stolen property. The following rules of the road should be followed:

- Students are strongly encouraged to wear a bicycle helmet
- Ride with traffic on the right side of the street (younger students are encouraged to ride on the sidewalk)
- Stay away from parked vehicles
- Ride single file, and stay close to the curb
- Dismount bikes to cross busy streets or while on school premises
- Cross streets only at intersections.

Failure to comply with the above rules may result in a loss of bicycle privileges.

### **Walkers**

Students who walk or ride their bikes to school must abide by the following rules:

- Observe all school expectations and rules
- Use sidewalks
- Respect private property
- Immediately report to the office if they have been harassed
- Cross streets only at intersections
- Cross with care.

### **Pritchett Elementary School Crossing Guard Location**

- Horatio Boulevard directly in front of Pritchett School

### **Tripp Elementary School Crossing Guard Locations**

- Highland Grove Drive & Fabish
- Highland Grove Drive & Bike Path
- Highland Grove Drive & Newtown

### **Skateboards, Roller Blades, Roller Skates**

For safety reasons, students are not allowed to use/ride skateboards, roller blades, and/or roller skates to travel to or from school.

### **Parent Provided Transportation**

When dropping off or picking up students at school, please follow the directions of staff in the front parking lot(s). Drivers

will line the sidewalk and children will be walked to meet drivers at the Elementary Schools. Supervision is provided at Meridian Middle School and Aptakasic Junior High. Please do not exit or turn off your vehicle.

### **Pritchett Elementary School**

- Please note the detailed drop off and pick up map and directions on the Pritchett School website

**STUDENTS**

**EQUAL EDUCATIONAL OPPORTUNITIES**

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

**Sex Equity**

No student shall, based on sex or 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).

**Administrative Implementation**

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

**LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.**

**Title IX, 20 U.S.C. §1681 et seq.; 34 C.F.R. Part 106.Rehab Act of 1973, 29 U.S.C. §791 et seq. Religious Freedom Restoration Act, 775 ILCS 35/5.**

**Ill. Constitution, Art. I, §18.**

**Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).**

**105 ILCS 5/101 et seq.**

**775 ILCS 5/1-101, 5/5-102.2 et seq.**

**23 Ill.Admin.Code §1.240 and Part 200.**

**CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instructional Materials Selection and Adoption), 7:20 (Harassment of Students Prohibited), 7:130 (Student Rights and Responsibilities), 7:330 (Student Use of Buildings - Equal Access), 8:20 (Community Use of School Facilities)**

**Revised and adopted on 7/19/2010**

**(Revised 7/1/2011)**



## STUDENTS

### **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 District 102's educational objectives or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of 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/ guardians may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

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

#### **Surveys Requesting Personal Information**

School officials and staff members shall not request or 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 parents/ guardians.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parents/guardians.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

In addition, the student's parents/guardians 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 parents/guardians exercised this option.

#### **Instructional Material**

A student's parents/guardians 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 Illinois law, including physical examinations or screenings that are permitted without parental notification; or

2. Is administered to a student in accordance with the *Individuals with Disabilities Education Improvement Act*.

### **Prohibited Selling or Marketing of 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) state identification card.

The above paragraph does not apply: (1) if the student's parents/guardians 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. Book clubs, magazines, and programs providing access to low-cost literary products.
2. Curriculum and instructional materials used by elementary schools and secondary schools.
3. 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.
4. The sale by students of products or services to raise funds for school-related or education-related activities.
5. 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' parents/guardians 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 parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

**Legal References:**                      **Protection of Pupil Rights, 20 U.S.C. 1232h**  
**Children's Privacy Protection and Parental**  
**Empowerment Act, P. A. 93-462**  
**School Code, 105 ILCS 5/10-20.37**

**Adopted on 6/12/2006**

**STUDENTS**

**HARASSMENT OF STUDENTS PROHIBITED**

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student’s race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

**Sexual Harassment Prohibited**

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

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

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

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, , or a Complaint Manager. Students may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

This policy is not intended to infringe upon any right to exercise free expression of the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the ILL. Constitution.

**Nondiscrimination Coordinator:**

Mrs. Susie Murtaugh

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1231 Weiland Road

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Buffalo Grove, IL 60089

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Telephone 847/353-5671

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**Complaint Managers:**

Ms. Stacey Bachar	Dr. Robert Hudson
1231 Weiland Road	1231 Weiland Road
Buffalo Grove, IL 60089	Buffalo Grove, IL 60089
Telephone 847/353-5681	Telephone 847/353-5668

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

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

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

**CROSS REF.:** **2:260 (Uniform Grievance Procedure), 5:20 (Sexual Harassment), 6:235 (Access to Electronic Networks and Personal use of District-owned Electronic Devices), 7:10 (Equal Educational Opportunities), 7:190 (Student Discipline)**

**Revised and adopted on 6/11/2012.**

**STUDENTS**

**STUDENT ASSIGNMENT AND INTRA-DISTRICT TRANSFER**

**Attendance Areas**

District 102 is divided into school attendance areas. The Superintendent will review the boundary lines periodically and recommend any changes to the Board of Education. The Superintendent or designee shall maintain a map of the District showing current school attendance areas. Students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to applicable Board policy.

**Transfers Within the District**

A student's parent(s)/guardian(s) may request that the student be transferred to a District school other than the one to which the student was assigned. Requests should be directed to the Superintendent, who, at his/her sole discretion, may grant the request when the parent(s)/guardian(s) demonstrate that the student could be better accommodated by the education program at another school, provided space is available. Students who are granted a transfer within the District shall be responsible for their own transportation. The provisions in this section have no applicability to transfers mandated by: (1) Title I, related to School Accountability, or (2) the Unsafe School Choice Option, related to safety concerns.

**Class Assignments**

The Building Principal shall assign students to classes.

**Legal References:** *School Code, 105 ILCS 5/10-21.3, 10-21.3a,  
and 10-22.50*

**Adopted on 6/12/2006**

**STUDENTS**

**PART-TIME ATTENDANCE OF NONPUBLIC SCHOOL STUDENTS**

The District may accept nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the Building Principal of the school in the school attendance area where the student resides. All requests for attendance in the following school year must be submitted before May 1. Part-time students must provide for their own transportation to school.

**Legal References:**                      *School Code, 105 ILCS 5/10-20.24 and 14-6.01*

**Adopted on 6/12/2006**

**STUDENTS**

**SCHOOL ADMISSIONS AND STUDENT TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS**

**Age**

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school year. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

Parents/guardians may request early admission to first grade for a child in accordance with District procedures.

**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 temporary record, and return the original 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 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-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 Illinois law and Board Policy 7:100, Health, Eye, and Dental 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.

**Homeless Children**

Any homeless child shall be immediately admitted, even if the child or child's parents/guardians are unable to produce records normally required for enrollment.

**Student Transfers To and From Non-District Schools**

A student may transfer into or out of the District according to Illinois law and procedures developed by the Superintendent.

A student seeking to transfer into District 102 must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in Illinois or any other state, before being admitted into the District.

**Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another district school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student defined under Illinois law as a victim of a violent criminal offense, as defined by 725 of ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee should develop procedures to implement the unsafe school choice option.

**Legal References:**

*McKinney Homeless Assistance Act, 42 U.S.C. 11431 et seq.*  
*Family Educational Rights and Privacy Act, 20 U.S.C. 1232*  
*Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. § 1101*  
*20 U.S.C. §1400 et seq.*  
*42 U.S.C. §12101 et seq.*  
*School Code, 105 ILCS 5/2-3.13a, 10-20.12, 10-22.5a, 14-1.02, 14-1.03a, 26-1, 26-2, 27-8.1, and 10/8.1*

**Revised and Adopted on 10/22/2012.**



## STUDENTS

### RESIDENT STUDENTS

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student. The Board reserves the right to verify the residency of any student at any time.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

### **Requests for Non-Resident Student Admission**

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

### **Admission of Non-Resident Students Pursuant to an Agreement or Order**

Non-resident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

### **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 to establish residency. School Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

### **Challenging a Student's Residence Status**

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

**LEGAL REF.:** McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.  
105 ILCS 45/.  
23 Ill.Admin.Code §1.240.  
Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601  
N.E.2d 1264 (Ill.App.1, 1992).  
Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650 (Ill.App.1, 1997).  
Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1, 1977).

**CROSS REF.:** 6:15 (School Accountability *containing* “School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring”), 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

New policy adopted on 7/19/2010

Revised and presented for an initial reading on 8/12/2013.

**STUDENTS**

**ATTENDANCE AND TRUANCY**

**Attendance**

The Board of Education believes that attendance is a key factor in student achievement and success in education. Regular student attendance during the regular school term is mandatory for children subject to compulsory student attendance by law and is the responsibility of the parents/guardians. This policy applies to individuals who have custody or control of a child: (a) between the ages of 7 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. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. 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.

**Truancy**

The primary purpose of District 102 is to provide all students residing within District boundaries with an education. Every effort will be made to prevent truancy of any duration. A student subject to compulsory school attendance is deemed to be truant if the student is absent without valid cause for a school day or a portion of a school day.

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, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

The District will also take appropriate steps to keep chronically truant students in school (i.e., students absent without valid cause for five percent (5%) or more of the previous 180 regular attendance days).

The Superintendent or designee shall develop procedures for identifying the cause(s) of unexcused student absenteeism. The procedures include, but are not limited to, interviews with the student, his or her parents/guardians, and any school official(s) or other people who may have information.

Supportive services, including but not limited to the following, may be offered to truant or chronically truant students: parent-teacher conferences, student and/or family counseling, or information about community agency services.

The Superintendent or designee will determine if a student is a truant, chronic or habitual truant, or a truant minor based upon absences without valid cause. If truancy continues after supportive services have been offered, the Superintendent or designee may request the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the Lake County Regional Office of Education.

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 as determined appropriate by the District.

**Absence Notification**

A student's parents/guardians must authorize all absences and notify the school in advance or at the time of the child's absence. If a student is absent without prior authorization the Building Principal or designee shall make a reasonable effort to notify the parents/guardians of the child's absence within 2 hours after the first class by telephoning the numbers provided.

**Student Employment**

The Superintendent shall develop procedures for excusing from attendance those students necessarily and lawfully employed.

**LEGAL REF.:**           **105 ILCS 5/26-1 through 16.**  
                                  **705 ILCS 405/3-33.5.**  
                                  **23 Ill.Admin.Code §§1.242 and 1.290.**

**CROSS REF.:**           **6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Discipline), 7:340 (Student Records)**

**Revised and Adopted on 12/2009**

**Revised and presented for an initial reading on 8/12/2013.**

**STUDENTS**

**RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE**

**Religious Observance**

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parent(s)/guardian(s) must give written notice to the District at least 5 days before the student's anticipated absence.

The parent(s)/guardian(s)'s written notification of the student's anticipated absence shall satisfy the District's requirement for a written excuse when the student returns to school.

The Superintendent or designee may develop and distribute to teachers appropriate procedures regarding student absences for a religious holiday, which include a list of religious holidays on which students shall be excused from attendance. Teachers will be notified of a student's impending absence and advised of the Illinois legal requirement that students be provided an equivalent opportunity to make up any examination, study, or work requirement.

**Legal References:**                      *Religious Freedom Restoration Act, 775 ILCS 35/5*  
*School Code, 105 ILCS 5/26-1 and 26-2b*

**Revised and Adopted:** 6/12/2006

**Revised:** 3/2007

**STUDENTS**

**RELEASE DURING SCHOOL HOURS**

Students may not be released from school at other than the regular dismissal times without prior approval of the Building Principal. For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours. Any authorized individual to whom a student is released during school hours must enter the school building to complete required sign-out procedures.

**CROSS REF.: 4:170 (Safety)**

**Revised and Adopted on 12/13/2010**

**STUDENTS****HEALTH, EYE, AND DENTAL EXAMINATIONS; IMMUNIZATIONS; AND EXCLUSION OF STUDENTS****Required Health Examinations and Immunizations**

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

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

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

**Unless the student is homeless or transferring from out of state, 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 mid-term 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 nurse, physician assistant, or local health department responsible for administering the immunizations.**

**Until June 30, 2015, 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 vaccinations is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.**

**Eye Examination**

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

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

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

The statewide eye examination report form is available at: [www.idph.state.il.us/HealthWellness/EyeExamReport.pdf](http://www.idph.state.il.us/HealthWellness/EyeExamReport.pdf)

**Dental Examination**

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

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

The dental examination report form is available at:

[www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof.pdf](http://www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof.pdf)

### **Exemptions**

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

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

### **Homeless Child**

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

**LEGAL REF.:** McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.

**105 ILCS 5/27-8.1.**

**410 ILCS 45/7.1 and 315/2e.**

**23 Ill.Admin.Code . § 1.530.**

**77 Ill.Admin.Code Part 665.**

**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)

**Reviewed and revised slightly on 5/13/2013**



**STUDENTS**

**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. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school employee. 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.

**Legal Reference:** *School Code, 105 ILCS 20/5*

**Cross References:** **6:235 (Access to Electronic Networks)**

**Adopted on 6/12/2006**

**STUDENTS**

**SEARCHES OF STUDENTS AND THEIR PERSONAL EFFECTS**

To provide for the safety and supervision of students in the absence of their parents or guardians, to maintain discipline and order in the schools, and to otherwise provide for the health, safety and welfare of all persons within the schools, the Board of Education authorizes reasonable searches of students, their property, student lockers, desks, parking lots and other school property owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to, or the consent of, the student and without a search warrant.

Such searches shall be conducted only by duly authorized school personnel and shall be reasonable, both in their inception and in their scope.

With the approval of the Board, the Superintendent or designee may request the assistance of law enforcement officials for conducting reasonable searches of students and school property for controlled substances and illegal drugs, including searches utilizing trained dogs. Searches conducted by authorized school personnel in conjunction with or at the behest of the law enforcement agencies shall be conducted in accordance with the standards applicable to such law enforcement agencies.

The Superintendent is authorized to establish administrative procedures that are designed to implement this policy.

**Legal Reference:**                    *School Code, 105 ILCS 5/10-22.6(e)*

**Revised and Adopted on 6/12/2006**

**STUDENTS**

**AGENCY AND POLICE INTERVIEWS**

The Superintendent shall manage requests by agency officials or police officers to interview students at school through procedures that: (1) recognize individual student rights and privacy, (2) minimize potential disruption, (3) foster a cooperative relationship with public agencies and law enforcement, and (4) comply with State law.

**LEGAL REF.:** 55 ILCS 80/, Children's Advocacy Center Act.  
325 ILCS 5/, Abused and Neglected Child Reporting Act.  
720 ILCS 5/31-1 et seq., Interference with Public Officers Act.  
725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

**CROSS REF.:** 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Discipline)

**Adopted on 12/13/2010**

**STUDENTS**

**STUDENT APPEARANCE**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent or designee and included in the Student Handbook.

**Legal Reference:**                    *School Code, 105 ILCS 5/10-22.25b*

**Adopted on 6/12/2006**

**STUDENTS**

**VANDALISM**

The Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

**Legal References:**                    *School Code, 105 ILCS 5/28-17*  
    *740 ILCS 115/1 et seq.*

**Revised and Adopted on 6/12/2006**

StudentsPREVENTING 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 is an important District goal.

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.
  - b. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
  - c. 7:310, *Restrictions on Publications*. This policy prohibits students from: (i) 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 (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
  - d. 6:235, *Access to Electronic Networks and Personal Use of District-owned Electronic Devices*. 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. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not 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 or 4 of Article 1 of the Ill. Constitution.

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

**CROSS REF.:**       **2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks and Personal use of District-owned Electronic Devices), 7:20 (Harassment of Students Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)**

**Revised and adopted on 6/11/2012.**

## STUDENTS

STUDENT DISCIPLINE**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 materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance 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.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
5. Using any electronic device, whether personally-owned or district-provided, 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. "Electronic devices" include but are not limited to: cellular telephones, laptop computers, tablets, e-readers, and hand-held gaming devices. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, (***whether or not to remove the word "receiving" is under review by PC***) or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the building principal, all electronic devices must be kept powered off and out of sight during the regular school day unless (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individual education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being assigned a district-owned electronic device for personal use. "Personal use" is defined as when a specific electronic device is provided to a single individual for the performance of that individual's professional duties (in the case of a staff member) or instructional use (in the case of a student) for a specific period of time, and may include use of the device outside the district.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.



9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
12. 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.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological 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 psycho-stimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any 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.

## **Disciplinary Measures**

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.

6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

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

### **Weapons**

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

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

### **Required Notices**

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

### **Delegation of Authority**

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

The Superintendent, Building Principal, or Assistant Building Principal 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, or designee, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

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

**LEGAL REF.:**        **Gun-Free Schools Act, 20 U.S.C. §7151 et seq.**  
**Pro-Children Act of 1994, 20 U.S.C. §6081.**  
**105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.**  
**23 Ill.Admin.Code §1.280.**

**CROSS REF.:**        **2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:235 (Access to Electronic Networks and Personal Use of District-owned Electronic Devices), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications and Written or Electronic Material), 8:30 (Visitors to and Conduct on School Property)**

**Revised and adopted on 6/11/2012.**

**STUDENTS**

**SUSPENSION PROCEDURES**

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

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

**LEGAL REF.:**        **105 ILCS 5/10-22.6(b).**  
                         **Goss v. Lopez, 95 S.Ct. 729 (1975).**  
                         **Sieck v. Oak Park River-Forest High School, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).**

**CROSS REF.:**        **7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline)**

**New policy adopted on 5/10/2010.**

**STUDENTS**

**EXPULSION PROCEDURES**

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
  - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
  - b. The time, date, and place for the hearing.
  - c. A short description of what will happen during the hearing.
  - d. A statement indicating that The School Code allows the 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. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School 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.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

**LEGAL REF.:**        **105 ILCS 5/10-22.6(a).**  
                         **Goss v. Lopez, 95 S.Ct. 729 (1975).**

**CROSS REF.:**        **7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)**

**New policy adopted on 5/10/2010.**

**STUDENTS****Bus Conduct**

All students must follow the District's School Bus Safety Guidelines. 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 Discipline*.
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 Superintendent or designee 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's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

**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.

**LEGAL REF.:**        **Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.  
105 ILCS 5/10-20.14, 5/10-22.6, and 10/.  
720 ILCS 5/14-3(m).  
23 Ill.Admin.Code Part 375, Student Records.**

**CROSS REF.:**        **4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:285 (Food Allergy Management), 7:340 (Student Records)**

**ADMIN. PROC.:**    **4:170-AP3 (School Bus Safety Rules)**

**New policy adopted on 12/17/2012.**

**STUDENTS****CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES**

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy. The conduct code 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 it 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.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 and 8 participating in these programs.

**Extracurricular Drug and Alcohol Testing Program**

The District maintains an extracurricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign the District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is "positive," the student will not participate in extracurricular activities until after a "follow-up" test is requested by the Building Principal or designee and the results are reported. The Building Principal or designee will request a "follow-up" test after such an interval of time that the substance previously found would normally be eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities. If a "positive" result is obtained from the "follow-up" test, or any later test, the same previous procedure shall be followed.

The Superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the District policies, practices, or rights to search or test any student who at the time exhibits cause for **reasonable suspicion of drug and/or alcohol use**.

**LEGAL REF.:**        **Board of Education of Independent School Dist. No. 92 v. Earls, 122 S.Ct. 2559 (2002).**  
**Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Ill.App.4, 1985).**  
**Kevin Jordan v. O'Fallon THSD 203, 706 N.E.2d 137 (Ill.App.5, 1999).**  
**Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998).**  
**Veronia School Dist. 475 v. Acton, 515 U.S. 646 (1995).**  
**105 ILCS 5/24-24, 5/27-23.3, 25/2.**

**Revised and Adopted: 6/12/2006**

**(Revised w/new legal references 9/2010.)**

**STUDENTS**

**EXEMPTION FROM PHYSICAL ACTIVITY**

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. State law prohibits a school 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.

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.

**LEGAL REF.:**       **105 ILCS 5/27-6.**  
                          **225 ILCS 60/, Medical Practice Act.**  
                          **23 Ill.Admin.Code §1.420(p).**

**CROSS REF.:**       **6:60 (Curriculum Content), 6:310 (Credit for Alternative Courses and Programs, and Course Substitutions)**

**Adopted on 8/22/2011.**



**STUDENTS**

**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.

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

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

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

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

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

**ADMIN. PROC.:** 7:270-AP (Dispensing Medication), 7:270-E (School Medication Authorization Form)

**Adopted on 5/23/2011**

**STUDENTS**

**STUDENTS WITH CHRONIC COMMUNICABLE DISEASES**

Any student who has a chronic communicable disease or is a carrier of a communicable disease will 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 detrimental effects of the student's placement in a more restrictive setting. If a student is required to be placed in a non-school setting, an appropriate educational program will be developed and provided to the student. The determination of whether such student may attend school in the regular classroom setting will be based on the guidelines published by the State Board of Education and the Illinois Department of Public Health and upon the following factors:

1. The risk of transmission of the disease to others;
2. The health risk to the particular student;
3. Reasonable accommodations which can be made without undue hardship to reduce the health risk to the student and others; and;
4. The educational benefits of a less restrictive placement versus the educational detriments of a more restrictive placement.

The Superintendent or designee is authorized to establish administrative procedures to implement this policy that are consistent with the Illinois Rules and Regulations to Govern the Administration and Operation of Special Education, the guidelines published by the State Board of Education, and the Illinois Department of Public Health.

**Legal References:**                    *School Code, 105 ILCS 5/14-1; 27-8.1*  
   *410 ILCS 315/2a*  
   *Individuals with Disabilities Education Improvement Act*  
   *Americans with Disabilities Act, 42 U.S.C. 12101 et seq.*

**Revised and Adopted on 6/12/2006**

**(Reviewed 8/2011.)**

**STUDENTS****FOOD ALLERGY MANAGEMENT PROGRAM**

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system, which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in The School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: [www.isbe.net/nutrition/pdf/food\\_allergy\\_guidelines.pdf](http://www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf).
3. Complies with State and federal law and is in alignment with Board policies.

**LEGAL REF.:** 105 ILCS 5/2-3.149 and 5/10-22.39.

***Guidelines for Managing Life-Threatening Food Allergies in Schools (Guidelines)***, jointly published by the State Board of Education and Ill. Dept. of Public Health.

**CROSS REF.:** 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:220 Bus Conduct, 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100, (Relations with Other Organizations and Agencies)

**Adopted on 12/13/2010**

**STUDENTS**

**ADOLESCENT SUICIDE AWARENESS AND PREVENTION PROGRAMS**

The Superintendent is directed to develop and implement a comprehensive and continuing adolescent suicide awareness and prevention program. The Superintendent will attempt to develop a liaison among the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency to implement the goals and objectives of the Illinois Suicide Prevention Strategic Plan.

**CROSS REF.:**       **5:100 (Staff Development Program), 6:60 (Curriculum Content)**

**New policy adopted on 5/23/2011.**

**Students**

**STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. Although Aptakistic-Tripp CCSD 102 is not a high school district, our program shall:

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

**LEGAL REF.:** 105 ILCS 5/10-20.53.

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

**New policy adopted on 1/23/2012.**

## STUDENTS

**PUBLICATIONS****School-Sponsored Publications and Web Sites**

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated. The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

**Non-School Sponsored Publications Accessed or Distributed On-Campus**

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, and (2) audio-visual material, on any medium including electromagnetic media (e.g. images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or on-line (e.g., any website, social networking site, database for information retrieval, etc.).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District. Students are prohibited from creating, distributing and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing "on-campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

**Non-School Sponsored Publications Accessed or Distributed Off-Campus**

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

**LEGAL REF.:** Hazelwood v. Kuhlmeier, 108 S.Ct. 562 (1988).  
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).  
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 (1969).

**CROSS REF.:** 6:235 (Access to Electronic Networks and Personal Use of District-owned Electronic Devices), 7:180 (Preventing Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

Adopted on 5/23/2011

Reviewed by Policy Committee in May of 2012 – minor change to name of policy.

**STUDENTS**

**STUDENT FUND-RAISING ACTIVITIES**

Only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fund-raising activities:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to Board policy.

The Superintendent’s implementing procedures shall provide that:

1. Fund-raising efforts shall not conflict with instructional activities or programs.
2. Fund-raising efforts must be voluntary.
3. Student safety is paramount and door-to-door solicitations are prohibited.
4. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and provide for the safeguarding of funds as required under administrative procedures.
5. The fund-raising efforts must be to support the organization’s purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
6. The funds shall be used to the maximum extent possible for the designated purpose.

Any fund-raising efforts that solicit donor messages for incorporation into school property (e.g., tiles or bricks) or placement upon school property (e.g., posters or placards) must:

1. Develop viewpoint neutral guidelines for the creation of messages;
2. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
3. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are “solely the expression of the individual donors and not an endorsement of any message’s content by the District.”

**Legal References:** *School Code, 105 ILCS 5/10-20.19(3)*

**Revised and Adopted on 12/13/2010**

**STUDENTS****STUDENT RECORDS**

School student records are confidential and 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 or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a *records custodian* who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parents/guardians of it, as well as their rights regarding student school records.

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

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

**ADMIN PROC.:**     **7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP (Student Records), 7:340-E**  
**(Notification of Rights Concerning a Student's School Records)**

**Revised and adopted on 10/22/2012.**