



***Parent/Student Handbook
Student Rights, Responsibilities, and Conduct***

2023-2024

A J Katzenmaier Academy
1829 Kennedy Dr.
North Chicago, IL 60064
847-689-6330 Phone
847-689-2818 Fax

www.d187.org

This handbook is a summary of board policies governing the district, and the handbook may be amended as needed throughout the year without notice. The most updated handbook and board policies will always be available on the district website.

Malika Rodgers, Principal

School Mission

Meeting students where they are and advancing them forward.

Facility Hours and Daily Schedule

Office: 7:30 am-4:30 pm

Breakfast opens 8:00 am

School Day

Monday, Tuesday, Thursday, Friday: 8:30 am -3:15 pm (Regular Dismissal Days)

Wednesdays: 8:30 am - 2:25pm (Early Dismissal Day)



Welcome to North Chicago Schools!
We are “On a Mission Together”

North Chicago Community Unit School District 187 is a highly diverse community of learners. We believe that diversity is one of our greatest assets. Our purpose is to prepare all students for success in college, careers, and global citizenship. In order to accomplish this, we are committed to implementing a collaborative instructional approach by operating, within our district and with all partners, as a Professional Learning Community. We are committed to providing all students an equitable and high-quality educational experience by implementing a Guaranteed and Viable Curriculum. We are committed to supporting all students as individual learners through a data-driven problem-solving approach.

Mission Statement: To empower each child to write their own story of success and to prepare each child, academically and socially, to pursue and realize their unique purpose.

This handbook is a summary of the school’s rules and expectations, and is not a comprehensive statement of school procedures. The Board’s comprehensive policy manual is available for public inspection through the District’s website at d187.org or at the Board office, located at: 2000 Lewis Avenue, North Chicago, IL 60064.

NORTH CHICAGO COMMUNITY UNIT SCHOOL DISTRICT 187 ADMINISTRATION
(847) 689-8150

Dr. John P. Price	Superintendent
Oscar Hawthorne	Deputy Superintendent
Dr. Ana Fuhrer	Chief Academic Officer
Dr. Monique Auxila	Director of Special Education
Nicole Johnson	Director of Student Supports
Dr. Lilith Werner	Director of Multilingual Programs
Kim Andes	Director of Human Resources
David Collins	Director of Technology

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SCHOOL DIRECTORY

<p style="text-align: center;">Forrestal (K - 3rd) 2833 Washington Street Great Lakes, IL 60088-1914 (847) 689-6310 (847) 689-3501 FAX</p>	<p style="text-align: center;">Evelyn Alexander School (K - 3rd) 1210 Adams Street North Chicago, IL 60064-1317 (847) 689-7345 (847) 578-6018 FAX</p>
<p style="text-align: center;">A J Katzenmaier Academy (4th - 5th) 1829 Kennedy Drive North Chicago, IL 60064-2335 (847) 689-6330 (847) 689-2818 FAX</p>	<p style="text-align: center;">Green Bay Early Childhood Center (PRE-K) 2100 Green Bay Road North Chicago, IL 60064 (847) 689-2450 (847) 775-7233 FAX</p>
<p style="text-align: center;">Neal Math & Science Academy (6th - 8th) 1905 Argonne Drive North Chicago, IL 60064-2500 (847) 689-6313 (847) 689-6332 FAX</p>	<p style="text-align: center;">North Chicago High School (9th - 12th) 1717 17th Street North Chicago, IL 60064-2052 (847) 578-7400 (847) 689-7473 FAX</p>
<p style="text-align: center;">LEARN 6 Charter School 601 D Street, Building 130H Great Lakes, IL 60088 (847) 473-3845 (847) 473-2988 FAX</p>	<p style="text-align: center;">LEARN 10 Charter School 1811 Morrow Avenue North Chicago, IL 60064 (847) 693-5021</p>

SCHOOL CALENDAR



2023-2024 School Calendar *Student Attendance Days/Holidays*

Grade Level (School)	Mon, Tues, Thur, Fri Schedule	Wednesday Schedule
Early Childhood (Green Bay)	8:00 am - 2:45 pm	8:00 am - 1:45 pm
Kindergarten-Third Grade (Forrestal and Alexander)	8:00 am - 2:45 pm	8:00 am - 1:45 pm
Fourth-Fifth Grade (AJK Academy)	8:30 am - 3:15 pm	8:30 am - 2:25 pm
Middle School (Neal Math and Science Academy)	8:30 am - 3:30 pm	8:30 am - 2:45 pm
High School (North Chicago Community)	9:00 am - 3:35 pm	9:00 am - 2:55 pm

Day	Month	Date(s)	Event
Monday - Friday	August	14-18	District Institute/Prep Days – All Staff Report to Work (8:00am-3:30pm)
Monday	August	21	First Day of School (K-12)
Monday	August	28	First Day of School (Early Childhood Students)
Monday	September	4	Non-Attendance Day (District Closed) - Labor Day
Friday	September	29	1st Qtr. Progress Reports Sent Home
Thursday	October	5	Student Half Day - 11:00am Dismissal (PreK-5)/11:30am Dismissal (6-12) District Institute - 12:00pm-2:30pm (PreK-5)/12:30pm-3:00pm (6-12) Parent-Teacher Conferences - 3:00pm-7pm (PreK-5)/3:30pm-7:30pm (6-12)
Friday	October	6	Non-Attendance Day (Students) - 1 st Qtr Parent-Teacher Conferences - 8-11 am
Monday	October	9	Non-Attendance Day (District Closed) - Indigenous Peoples' Day
Friday	October	27	End of 1st Quarter
Wednesday	November	1	1st Quarter Final Grades Due by 12:00pm
Friday	November	3	Report Cards Sent Home
Monday - Friday	November	20-24	Nov 20-24 Non-Attendance Days (Students) - Thanksgiving Break
Wednesday - Friday	November	22-24	District Closed November 22-24
Monday	November	27	Classes Resume
Friday	December	1	2nd Quarter Progress Reports Sent Home
Friday	December	22	End of 2nd Quarter
Monday	December	25	Winter Break Begins (Dec. 25 - Jan 5)
Monday	January	8	Classes Resume
Wednesday	January	10	2nd Quarter Final Grades Due by 12:00 pm
Friday	January	12	Report Cards Sent Home
Monday	January	15	Non-Attendance Day (District Closed) - Dr. Martin Luther King Jr. Day
Friday	February	16	3rd Quarter Progress Reports Sent Home
Monday	February	19	Non-Attendance Day (District Closed) - Presidents' Day
Thursday	February	29	Student Half Day - 11:00am Dismissal (PreK-5)/11:30am Dismissal (6-12)

			District Institute - 12:00pm-2:30pm (PreK-5)/12:30pm-3:00pm (6-12) Parent-Teacher Conferences - 3:00pm-7pm (PreK-5)/3:30pm - 7:30pm (6-12)
Friday	March	1	Non-Attendance Day (Students) – 3 rd Qtr Parent-Teacher Conferences - 8-11am
Monday	March	4	Non-Attendance Day (District Closed) - Casimir Pulaski Day
Friday	March	15	End of 3rd Quarter
Wednesday	March	20	3rd Quarter Grades Due by 12:00 pm
Friday	March	22	Report Cards Sent Home
Monday - Friday	March	25-29	Spring Break
Friday	April	19	4th Quarter Progress Reports Sent Home
Monday	May	27	Non-Attendance Day (District Closed) - Memorial Day
Thursday	May	30	Last Day of School - Student Half Day - 11:00am Dismissal (PreK-5)/11:30am Dismissal (6-12). Staff Records Day PM. End of 4th Qtr
Tuesday	June	3	Report Cards Sent Home

SECTION 2 - Academics and Graduation

(See District Policies 6:40 - 6:170,6:310, 6:300; 6:280)

The District's curriculum is informed by the Illinois Learning Standards for English Language Arts and Math. These standards are aligned to the Common Core State Standards.

The District has also defined instructional models for grades K-8 and high school based on extensive research to encourage optimal learning for ALL students in ALL environments, for children of ALL ages and academic levels.

The District has focused on becoming a Professional Learning Community District, which is a proven leadership and instructional model that has demonstrated strong student success throughout the country.

Key components of our programming include the following:

- Highly Collaborative Teachers in All Grade Levels and Content Areas
- A Focus on Student Learning
- A Focus on Results and the Use of Data to Drive Teaching and Learning for ALL Students
- Technology Use as a Tool for Learning
- English Language Learners Programming and Support
- Community Support for Students
- Student-Centered Programming
- Interventions for Struggling Learners
- Parent/Learning Opportunities Through Community/School Partnerships

Accelerated Placement

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

By the fall of 2023, for each student who meets or exceeds State standards in English language

arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

- a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
- b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
- c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

Certificate of Completion

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

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the courses or experiences below, even if it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.²
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine in their sole discretion which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the building principal prior to February 1st of the student's seventh semester. Early graduates must make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e. announcements, cap and gown rental, graduation practices, etc.). Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and the student's parent/guardian will schedule a conference with the Principal or designee and the senior counselor prior to February 1st of the student's seventh semester. At the conference, the student should be prepared to justify their request to graduate early.

English Learner (EL) Program

The mission of the EL Program is to help students develop into contributing members of the 21st Century who are: multilingual, culturally diverse, globally successful, and independent thinkers. We empower our students with the necessary English language skills to be successful in academic content areas and in society, while respecting their cultural and ethnic identity. Our English Learners program provides a variety of services across the district. Services include self-contained bilingual, sheltered English instruction, and content-based ESL.

If the student is identified as qualifying for services based on the Home Language Survey, they will be screened for English language proficiency.

The student will be screened within 30 days of enrolling in the District. If the student has already been tested at his/her previous school district, all efforts will be made to locate the results of their language proficiency screening. If unable to locate scores, the student will be re-screened.

Parents/guardians have the right to refuse services or withdraw a student from the EL Program. Student placement decisions will be made at the District Office by the program director and/or program specialists or designees.

For questions related to this program or to express input in the school's English Learners program, contact the Director of Multilingual Programs, at 847-775-1619.

Exemption From PE Requirement [Grades K-8]

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

Parents/guardians of a student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal or designee will evaluate requests on a case-by-case basis and has sole discretion for granting exemptions.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in District Board Policy 6:310. Special activities in physical education will

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

The District will not grant parental exemption requests based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the District. Students who have been excused from physical education must return to the course as soon as practical.

Exemption From PE Requirement [High School]

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

Parents/guardians or eligible students in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in District Board Policy 6:310. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

The District will not grant parental exemption requests based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the District.

Students who have been excused from physical education must return to the course as soon as practical.

High School Graduation Requirements [HS]

To graduate from high school, unless otherwise exempted, each student is responsible for:

- Completing all State mandated graduation requirements listed
- Completing all District graduation requirements that are in addition to State graduation requirements.²
- Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
- Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
4. Two years of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American. Within the two years of social studies requirement, one semester of civics is required.
6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f).
7. One semester of health education.
8. Physical education classes. 3
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
10. Nine weeks of consumer education.
11. For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

- (1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
- (2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school

district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Updated 6/22

Proficiency Credit

Proficiency credit is available in limited subjects in accordance with District policy 6:320 where a student demonstrates competency. Students should contact their building principal for details on receiving proficiency credit.

Sex Education Instruction

Parents of students in Grades K through 8 will be provided at least 5 days written notice before any class or course providing instruction in recognizing and avoiding sexual abuse begins. Parents/Guardians may examine the instructional materials to be used in any District sex education class or course. Parents may opt their child out of this instruction and should contact the school Principal or teacher immediately upon receipt of such a notice if they want to exercise this right. Students will not be required to take or participate in any class or course in comprehensive sex education if his/her parent/guardian submits a written objection. The parent/guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Special Education

North Chicago School District 187 is responsible for actively identifying, locating, and evaluating all children with disabilities who reside within district boundaries. If it is determined that a child requires an evaluation for possible special education services, a referral for a case study evaluation will be initiated.

A full and individual evaluation, conducted only with the cooperation and written permission of the student's parents or guardian, may include the following:

- A consultation with parents
- An interview with the student
- A social developmental study
- An assessment of adaptive behavior and cultural background
- A review of medical history
- A vision and hearing screening
- Any specialized evaluations such as a psychological examination or speech/ language evaluation
- Data collected via the problem-solving team process

The District provides a free appropriate public education in the least restrictive environment and necessary related services to eligible children with disabilities. The term "children with disabilities" means children for whom it is determined that special education services are needed. Students who are eligible for special education services must be between age 3 and the day before their 22nd birthday, unless the student's 22nd birthday occurs during the school year, in which case he or she is eligible for such services through the end of the school year. In addition, students with an IEP who reach the age of 22 during remote instruction as a result of the COVID-19 pandemic may be eligible for services past their 22nd birthday, pursuant to State law. It is the intent of the District to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the Special Education Department, 847-689-6333.

If you believe your child is experiencing significant school problems which should be investigated, put your concerns in writing or call the school and share them with your child’s principal. Questions regarding the identification, assessment and placement of children can also be referred to the Department of Special Education Services 847-689-6333.

Notification to parents or guardians of children who are deaf, hard of hearing, blind, or visually impaired.

If the child is deaf, hard of hearing, blind, or visually impaired and he or she might be eligible to receive services from the Illinois School for the Deaf or the Illinois School for the Visually Impaired.

Annual Notification Regarding School District Access to Medicaid or Other Public Benefits or Insurance Programs to Provide or Pay for IEP Services

1. With a parent’s consent, the School District may access Medicaid or other public benefits or insurance programs in which the parent’s child participates, and provide the child’s personally identifiable information to Medicaid or other public benefits or insurance programs in order to provide or pay for IEP services, to the extent permitted under the other public benefits or insurance programs.
2. The School District will not require a parent to sign up for or enroll in public benefits or insurance programs in order for the parent’s child to receive IEP services.
3. The School District will not require the parent to incur out-of-pocket expenses such as the payment of a deductible or co-pay amount incurred in filing a claim for services, other than any cost that the parent would otherwise be required to pay.
4. The School District will not use a child’s benefits under a public benefits or insurance program if that use would decrease available lifetime coverage or any other insured benefit; or result in the family paying for services that would otherwise be covered by the 76 public benefits or insurance program and that are required for the child outside of the time he/she is in school; or increase premiums or lead to the discontinuation of benefits or insurance; or risk loss of eligibility for home and community-based waivers, based on aggregate health-related expenditures.
5. A parent/guardian’s refusal to allow the School District to access Medicaid or other public benefits or insurance programs does not relieve the District of its responsibility to ensure that all required IEP services are provided to the child at no cost to the parent. Likewise, the withdrawal of consent or refusal to provide consent under 34 C.F.R. Part 99 and Part 300 to disclose personally identifiable information to Medicaid or other public benefits or insurance programs does not relieve the School District of its responsibility to ensure that all required services are provided at no cost to the child.
6. A parent has the right under 34 C.F.R. Part 99 and Part 300 to withdraw his/her consent to access Medicaid or other public benefits or insurance programs and/or to disclose his/her child’s personally identifiable information to Medicaid or other public benefits or insurance programs at any time.

Students with Disabilities (Section 504)

The District provides a free appropriate public education in the least restrictive environment to all eligible students with disabilities pursuant to the Illinois School Code, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities

Education Act. It is the intent of the District to identify, evaluate, and provide appropriate educational services to students with disabilities.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office. Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For additional information, please contact Dr. Monique Auxila, Director of Special Education at mauxila@d187.org or at 847-689-6333.

Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives

The District provides programs for students at risk of academic failure or dropping out of school. Programs include education and support services addressing individual learning styles, career development, and social needs, and may include, without limitation, one or more of the following:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program
- Remediation program

Any student who is under 20 years old is eligible to enroll in a graduation incentives program if they:

1. Are considered a dropout according to State law;
2. Have been suspended or expelled;
3. Are pregnant or a parent;
4. Have been assessed as chemically dependent; or
5. Are enrolled in a bilingual education or English Language Learners program.

Student Retention in Grade Level/Courses

Students who do not meet grade level standards may be retained in the current grade level for an additional year in order to allow students to master grade level content. Students with failing grades in core content areas, and/or students with standardized test scores that are far below grade level standards may be retained in grade. Before retaining students, the school will implement a plan of support, communicate that plan to parents/guardians, and offer an opportunity for a conference to discuss the plan. Students in high school may be required to retake a course they have failed if that course is in a sequence of courses. Students may not proceed to a second level course until they have successfully completed the first level course, for example. When students are required to repeat courses, a schedule change may be required.

Substitutions for Required Courses

Vocational or technical education; registered apprenticeship program. Students in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation

requirements by successfully completing related vocational or technical education courses or a registered apprenticeship program if:

- The building principal approves the substitution;
- The vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
- The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Registered Apprenticeship Program. A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

SECTION 3 - Acceptable Use Of Technology (See District Policy 6:235)

Annual Notice to Parents about Educational Technology

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

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

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

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

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

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

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

All users of the District Computer System must comply with the District's Acceptable Use Guidelines, as amended from time to time. All use of the District's System must be: (i) in support of education and/or research, or (ii) for a legitimate school business purpose. Each student and his/her parent or guardian must sign the District's Authorization for Electronic Network Access before being granted unsupervised use of the System.

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 computer terminal or other technology whether owned or operated by the District and whether accessed at school, home, or elsewhere.

1. Students have no expectation of privacy in their use of the System.
2. 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.
3. 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 and restitution. 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 provided in the District's Student Discipline Code and rules. The System shall not be used to:

1. Engage in activities, which are not related to 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 from the System Administrator.
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. Disrupt or interfere with the System.
9. Gain unauthorized access to or vandalize the data or files of another user.
10. Gain unauthorized access to or vandalize the System, or the computer system of any other individual or organization.
11. 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.
12. Invade the privacy of any individual, including violating Federal or State laws regarding limitations on the disclosure of student records.
13. Download, copy, print, or otherwise store or possess any data, which violates Federal or State copyright laws or these Guidelines.
14. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing, or other unwelcome messages.
15. Send mass electronic mail to multiple users without prior authorization by the appropriate District administrator.
16. Post materials on the District's web site without the authorization of the appropriate District administrator.
17. Any use which is unlawful under applicable State or federal law.
18. Any use which the District determines is objectionable in its sole discretion.

The list above is not exhaustive and all District policies regarding behavior and communications apply.

Websites

Unless otherwise notified in writing, the District web sites may display information about or photographs or works of students. Parents/guardians or eligible students must notify the District pursuant to the District's directory information policy if they do not wish to have such information disclosed.

Any web site created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District administrator. All content, including links, of any web site created by a student using the System must receive prior approval by the classroom teacher or an appropriate District administrator.

All contents of a website created by a student using the System must conform to these Acceptable Use Guidelines.

The District may discipline a student whose personal website causes, or can reasonably be expected to cause, a substantial disruption of the school environment without regard to whether the web site was created using the System.

Disclaimer

The District makes no warranties of any kind, whether expressed or implied, for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, mis-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. The District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing its equipment or network.

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 IDs and passwords with any other individual. Any attempt to login as another user will result in consequences as set forth in the District's Discipline Code and Rules. A user who becomes aware of any security risk or misuse of the System must immediately notify a teacher, administrator, or other staff member.

Vandalism

Vandalism or attempted vandalism to the System is prohibited and will result in discipline as set forth in the District's Discipline Code and Rules, and in potential legal action. Vandalism includes, but is not limited to, the downloading, uploading, or creating computer viruses.

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 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 building principal to review the limitation. The decision of the building principal shall be final.

SECTION 4 - ATTENDANCE/TARDY/TRUANCY (See District Policies 7:70 - 7:90)

Attendance

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 of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS1, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at [phone number] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through

the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

Students should not miss more than nine (9) days of school per semester. This includes parental/excused absences and unexcused absences. Exceeding nine (9) days of absence may affect student eligibility to participate in any extracurricular activity. The district shall maintain the right to retain any student with forty (40) days or more of excused or unexcused absences in a school year.

Reporting a Student Absence

In the event of any absence, the student's parent/guardian is required to call the school using the main number before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence within 24 hours of the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Release Time for Religious Instruction and Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Participation In School Activities When Absent During School Day

In order to participate in any school activity, practice, rehearsal, or performance, after school or in the evening - a student must be in attendance a minimum of four hours on that day, unless a special arrangement has been made with the Principal or Assistant Principal or designee. If an absence is because of unusual circumstances, the student may request to participate by making arrangements with the Principal or Assistant Principal. **IN NO CASE** will the student be allowed to participate if his/her absence has not been excused.

Procedures for Leaving School Grounds During School Hours

Prior to leaving the school grounds, the student's parent/guardian must come into the Main Office

to secure an off-campus pass or send notification, in writing. This notice must contain a telephone number where a parent or guardian can be reached. If the parent or guardian cannot be reached, the student CANNOT leave. All written notices will be verified. Students will not be released with a phone call. Students will be released when a parent comes to the Main Office if they do not have a written note. All parties must have a current I.D. and be on the student's information in PowerSchool.

1. The student must sign out at the main entrance. If the student returns before the end of his/her school day, he/she should sign in at the Main Office and get a pass to class.
2. If the student is ill, and has seen the nurse, he/she will be issued a dismissal pass from the Nurse's Office and must sign out in the Main Office. If the student returns to school, he/she must sign in again in the Main Office.
3. Any student leaving school grounds during the school day without following these procedures will be considered truant and will not be allowed back into the building without a parent/guardian and may be subject to disciplinary action.

Tardiness

Students are expected to be in the classroom and at school when the bell rings at the beginning of a class period. A tardy is defined as a student arriving to class after the bell or starting time without a pass. Students who are tardy may be subject to discipline.

Truancy

Student attendance is critical to the learning process. Truancy is a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the student may be subject to disciplinary action and the District will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

SECTION 5 - BULLYING, CYBER BULLYING, INTIMIDATION, AND HARASSMENT (See District Policy 7:180)

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

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

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

Bullying Prevention and Response Plan

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Nondiscrimination Coordinator:

Dr. John Price, Superintendent
2000 Lewis Ave.
North Chicago, IL 60064
jprice@d187.org
847-689-8150

Complaint Managers:

Dr. John P. Price, Superintendent
2000 Lewis Ave.
North Chicago, IL 60064
jprice@d187.org
847-689-8150

Kim Andes, Executive Dir. of Human Resources
2000 Lewis Ave.
North Chicago, IL 60064
kandes@d187.org
847-689-8150

The Superintendent or designee will promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

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

The Superintendent or designee will use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. Further, a student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Child Protection - Faith's Law

Faith's Law expands the criminal definition of grooming beyond electronic communications to include written communications and acts committed in person or by conduct through a third party. The law also makes it clear that mandated reporters must report suspected grooming to DCFS under the Abused and Neglected Child Reporting Act.

In addition to expanding the criminal definition of grooming, Faith's Law includes several new requirements for schools and educators intended to prevent sexual abuse and misconduct in schools. Faith's Law adds a completely new section to the Illinois School Code (105 ILCS 5/22-85.5) pertaining to sexual misconduct in schools. This section requires all school districts, charter schools, and nonpublic schools to develop an employee code of professional conduct policy that must be made available on the school's website and included in any staff, student, or parent handbook. This employee code of professional conduct policy must address the following:

Incorporate the Code of Ethics for Illinois Educators;

Incorporate the statutory definition of "sexual misconduct" in Section 22-85.5;

Identify expectations for maintaining professional relationships with students and appropriate staff-student boundaries, recognizing the age and developmental level of the students served, and establish guidelines for the following situations: (1) transporting a student, (2) taking or possessing a photo or a video of a student, and (3) meeting with a student or contacting a student outside of the employee's or agent's professional role;

Reference employee reporting requirements under the Abused and Neglected Child Reporting Act and Title IX; and

Reference required employee training related to child abuse and educator ethics applicable under State or federal law.

The law specifically provides that any violation of the employee code of professional conduct (see Section 20 - Appendix) or failure to report a violation may subject an employee to discipline, up to and including dismissal from employment.

Resources available at: <https://northchicagocusd.sites.thrillshare.com/o/ncusd/page/faiths-law>

SECTION 6 - DUE PROCESS PROCEDURES

(See District Policies 7:200 and 7:210)

Informal Meeting

Students will receive an informal meeting with the Principal, Assistant Principal, or Dean before a decision to suspend, unless the student presents an immediate danger or threat of danger to the school community. The meeting process may be postponed if a student's presence poses a danger to people or property or an ongoing threat of disruption to the education process. During the meeting, the Principal, Assistant Principal, or Dean will review the charges against the student and explain any evidence supporting the charge. Students will be given a reasonable opportunity to state his/her position before a decision is made to suspend, unless the student presents an immediate danger or threat of danger to the school community. After weighing the evidence, the administrator determines if the charge is supported by the evidence and if so, the appropriate disciplinary action will be taken in accordance with District policies, guidelines, and professional judgment.

Notification of Suspension

Administration will call all numbers provided by the parent, to notify the parent/guardian/emergency person of the suspension. No student is to be sent home from school prior to the close of school before a parent/guardian/emergency person contact is made. It is the responsibility of the parent/guardian to update the school as to telephone numbers/changes. A Notice of Suspension will be presented to the student and mailed to the parent/guardian. During a period of suspension, a student may not participate in any district-related activity and the student is not to be present on any District owned property without prior authorization of the Principal.

Homework During Suspension

To ensure continuation of learning, students who are serving an out-of-school suspension are expected to complete schoolwork during their time of suspension. Upon 24-hour notice, a suspended student will be given assignments during the period of suspension. The parent/guardian is responsible for picking up homework materials from the school. Students shall not automatically suffer a loss of grade, solely due to suspension. Students must complete all homework assignments and make up any missed tests in a timely manner upon return from suspension. During a period of suspension a student may not come on grounds to collect homework, even if accompanied by a parent/guardian, without the prior authorization of the Principal or designee.

Student Reinstatement Conference for Parent/Guardian

The parent/guardian, student and administrator should arrange a mutually satisfactory time for a conference. If the parent finds it difficult because of working hours, family responsibilities, or distance from school to come to the school for a conference, the school administrator will work to find some alternative means for the conference. During the conference the student's achievements as well as difficulties will be reviewed to determine additional steps to be taken by the school, student and parent/guardian to ensure future success and safety when reinstated. *All suspended and expelled students shall be given a re-engagement plan to facilitate their return to school. Such a plan shall be discussed during this conference and revisited with the student upon return.*

Restorative Measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

Appeal Procedure Hearings

Parents/guardians have the right to appeal to the Board of Education any out of school or bus suspension. A suspension shall be served, however, while any appeals are pending. As outlined below, there are multiple levels of appeal available to parents who seek to contest any out of school or bus suspension.

A. Out of School Suspension

Step 1: A parent/guardian/adult student shall have the right to request a review of an out of school suspension. The parent/guardian/adult student should first meet with the school administrator who initiated the suspension.

Step 2: If the parent/guardian/adult student still desires to appeal the suspension, they may contact the Principal and/or the Superintendent for an informal hearing.

Step 3: If the informal hearing does not resolve the matter, then the parent/guardian/adult student may appeal the suspension to the Board. This appeal must be submitted in writing within 5 days of the informal hearing with the school administration. Upon receipt of the

properly executed appeal form, the District will schedule a hearing before the Board's Hearing Officer. Failure to attend a hearing on an out of school suspension without good cause may result in waiver of appeal and in a confirmation of suspension.

B. Expulsions

In the event of a recommendation for expulsion, the District will schedule a hearing before the Board's Hearing Officer.

C. Bus Suspensions

Step 1: A parent/guardian/adult student shall have the right to request a review of a bus suspension. The parent/guardian/adult student should first meet with the school administrator who initiated the suspension.

Step 2: If the parent/guardian/adult student still desires to appeal the suspension, they may contact the Principal and/or the Superintendent for an informal hearing.

Step 3: If the informal hearing does not resolve the matter, then the parent/guardian/adult student may appeal the suspension to the Board. This appeal must be submitted in writing within 5 days of the informal hearing with the school administration. Upon receipt of the properly executed appeal form, the District will schedule a hearing before the Board's Hearing Officer. Failure to attend a hearing on a bus suspension without good cause may result in waiver of appeal and in a confirmation of suspension.

D. Hearing Process

The following procedures apply to hearings before the Board's Hearing Officer on appeals of out of school suspensions and recommendations for expulsion.

1. The student shall have an opportunity for a hearing which is conducted by a Hearing Officer appointed by the School Board.
2. The Board shall provide written notice to the parent/guardian of the time, place, and purpose of the hearing by registered or certified mail and request the appearance of the parent/guardian and student at the hearing.
3. During the hearing, the student and parents/guardians may be represented by legal counsel at their own expense; present witnesses and other evidence and cross-examine adverse witnesses. The officer shall hear evidence on the issue of suspension, and recommendation for expulsion, if any.
4. The principal will identify and state a valid rationale for masking witness names based upon real evidence and legitimate fear of retaliation.
5. The Hearing Officer will allow the parties to clearly explain their respective points of view and to submit whatever evidence they have available that is relevant to the suspension or recommendation for expulsion.
6. The Hearing Officer shall prepare a written summary of the information presented at the hearing including such information and commentary as the Hearing Officer deems relevant.
7. After receipt of the administrative recommendation and the Hearing Officer's report, the Board shall render a decision. If the Board finds the student in violation of the Student Code of Conduct, it shall determine the appropriate level of discipline, up to and including expulsion.
8. The decision of the Board shall be in writing with a copy provided to the parents/guardian of the student.

SECTION 7 - Extracurricular Athletic Activities Code of Conduct

(See District Policy 6:190)

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.³
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy;⁴ and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois High School Association

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain an overall 2.3 grade point average. Any student failing to meet academic requirements will be suspended from the sport or activity **for 5 calendar days** or until all academic requirements are met, whichever is longer.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or

13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 1. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of performances, activities or competitions;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
 2. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.
2. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

Drug and Alcohol Testing Program

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic 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/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Consent to Participate in Extracurricular Drug and Alcohol Testing Program" form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic 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 participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

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 School 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.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

ATTENDANCE ELIGIBILITY GUIDELINES

Success in school is directly related to school and class attendance. Students must attend a minimum of five (5) consecutive class periods in order to participate in any practice, competitions or school sponsored activities after school or during the evening the day(s) of the absence. The only exception, which allows students to participate, is if the absence is excused (i.e., court, funeral, medical, field trip, religious holidays).

CONCUSSION

The following concussion policy applies to all District students, regardless of participation in interscholastic or intramural athletic activities. In order to participate in interscholastic or intramural athletic activity for the school year, the student and the student's parent or guardian or another person with legal authority to make medical decisions for the student, must have signed and submitted the Acknowledgement of Receipt of Concussion Information. Additionally, all student athletes must watch a video that is part of the IHSA online concussion certification program to increase athlete awareness of the risk of concussions and sub-concussive hits to the head at least annually.

For purposes of this policy, "interscholastic athletic activity" means any organized school-sponsored or school-sanctioned activity for students, generally outside of school instructional hours, under the direction of a coach, athletic director, or band leader. "Coach" means any volunteer or employee of the District who is responsible for organizing and supervising students to teach them or train them in the fundamental skills of an interscholastic athletic activity, including both head coaches and assistant coaches.

Removal from Interscholastic Athletics Practice and Competition

A student must be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the student might have sustained a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity:

1. A coach;

2. A physician;
3. A game official;
4. A certified athletic trainer;
5. The student's parent or guardian or another person with legal authority to make medical decisions for the student;
6. The student; or
7. Any other person deemed appropriate under the District's return-to-play protocol.

This includes students exhibiting signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems).

A student suspected under this Policy of having sustained a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity, must also be removed from any intramural athletic activities and from the physical activity portion of the physical education course in which the student is enrolled.

Parental Notification

In any case where a student is suspected under this Policy of having sustained a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity, the principal or designee will notify the student's parent or legal guardian in writing of the District's knowledge regarding the incident.

Return-to-Learn Protocol

A student suspected under this Policy of having sustained a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity, shall also be assessed by the concussion oversight team under the District's return-to-learn protocol to determine if there are informal or formal accommodations, modifications of curriculum, or monitoring by medical or academic staff necessary in the student's educational courses before the student is fully recovered. If available, the Concussion Oversight Team shall consider any proposed accommodations, modifications, monitoring suggested by or other information provided by the student, the student's parent or legal guardian, or a physician or certified athletic trainer who has evaluated the student.

A student suspected under this Policy of having sustained a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity, may not return to educational activities without informal or formal accommodations, modifications of curriculum, or monitoring by medical or academic staff deemed necessary by the concussion oversight team until the student has completed the District's return-to-learn protocol and the District has received a treating physician's or certified athletic trainer's written statement indicating that, in the physician's professional judgment, it is safe for the student to return to learn without such accommodations, modifications, or monitoring. A coach of an interscholastic athletics team may not authorize that a student has completed the return-to-learn protocol.

Return-to-Play Protocol

A student removed from interscholastic athletics, intramural athletics, recess, or physical education activity under this Policy shall not be permitted to return to such athletics or activity until:

1. The student has been evaluated, using established medical protocols based on peer-reviewed scientific evidence consistent with Centers for Disease Control and Prevention guidelines, by a treating physician (chosen by the student or the student's

- parent or guardian or another person with legal authority to make medical decisions for the student) or a certified athletic trainer working under the supervision of a physician;
2. The student has successfully completed each requirement of the return-to-play protocol established by the concussion oversight team;
 3. The student has successfully completed each requirement of the return-to-learn protocol established by the concussion oversight team;
 4. The treating physician or certified athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn; and
 5. The student and the student's parent or guardian or another person with legal authority to make medical decisions for the student:
 - a. Have acknowledged that the student has completed the requirements of the return-to-play and return-to-learn protocols necessary for the student to return to play and to learn;
 - b. Have provided the treating physician's or certified athletic trainer's written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn to the person appointed by the President as responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the concussion oversight team; and
 - c. Have signed a consent form indicating that:
 - i. They have been informed concerning and consent to the student participating in returning to play in accordance with the return-to-play and return-to-learn protocols;
 - ii. They understand the risks associated with returning to play and returning to learn and will comply with any ongoing requirements in the return-to-play and return-to-learn protocols; and
 - iii. They consent to the disclosure to appropriate persons, consistent with the federal Health Insurance Portability and Accountability Act of 1996, of the treating physician's or certified athletic trainer's written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn to the person appointed by the Principal as responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the High School's concussion oversight team and, if any, the return-to-play and return-to-learn recommendations of the treating physician or the certified athletic trainer, as the case may be.

SECTION 8 - EMERGENCY CLOSING INFORMATION

The North Chicago Community Unit School District No. 187 puts student safety first when determining whether to close schools due to extreme weather conditions or for other emergency or health-related reasons. If school is closed, all after school activities in the district, including sports and evening events will also be canceled. Buildings will also be closed for community events scheduled for that day. The North Chicago Community Unit School District No. 187 will follow one of three procedures for emergency school closing (unless notified otherwise, Procedure 1 is in effect):

Procedure 1 - All North Chicago Community Unit School District No. 187 schools will be open today.

Students and personnel are expected to attend.

Procedure 2 - All North Chicago Community Unit School District No. 187 schools will be open today. All after school activities have been canceled.

Procedure 3 - All North Chicago Community Unit School District No. 187 schools will be closed today. All students are not expected to report to school. All District staff are not expected to report to work. All after school activities have been canceled.

School closing announcements will be made in the following way:

North Chicago Community Unit School District No. 187's automated telephone system will send out a pre-recorded message from an administrator informing them of school closings and other emergencies. School Closings are announced and updated on the District's website: www.d187.org

Remote instruction may be utilized during an emergency school closure. Students are expected to attend remote instruction as they would any regular school day.

Another resource parents can use is www.emergencyclosings.com. Please note that the emergency closings website is run by WGN Radio for the entire Chicagoland region and can be very slow during weather conditions that result in a large number of school closings throughout Chicagoland.

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.

9. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
10. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
11. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

SECTION 9 - ENROLLMENT

(See District Policies 4:110 - 4:140, 7:50)

Anyone seeking to enroll a student must present proof of residency within the district by providing the following documentation:

- Category 1 - (One Document from this category required): most recent tax bill with proof of payment, mortgage papers, a signed and dated lease with proof of last month's payment, a notarized District Residency Affidavit to be used when the person seeking to enroll a student is living with a District Resident.
- Category 2 - (Two Documents showing the appropriate address from this category required): voter registration card, current public aid card (within 60 days), current homeowners/renters insurance policy with payment receipt (within 60 days), cable, gas, electric, water bill and/or waste management bill.
- Military Residents Only - Housing Agreement, Military Identification (Not to be copied)

Other documents that will be required at registration include: A photo ID to verify identity of person registering student, student's original birth certificate with seal from state or county, current health information, and a student transfer form if transferring from within the state of Illinois. Please note that a certified copy of the student's birth certificate must be provided within 30 days of the date of enrollment. A student will be enrolled without a birth certificate in accordance with District Policy 7:50. It is also highly recommended that a copy of a student's Individual Education Plan (IEP), Section 504 Plan, High School withdrawal grades and/or transcript, and any guardianship agreements be presented at the time of registration to help facilitate timely registration. Where the high school aged student was not previously enrolled in a school where credits were earned, an Acknowledgement of No Transfer Documentation Form must be completed.

Fees, Fines & Charges; Waiver of Student Fees (Updated: July 2023)

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

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

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;

2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks.

Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.³

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

SECTION 10 - Health of Students

(See District Policies 6:50, 7:250, 7:260, 7:270, 7:275, 8:280, 7:285, 7:290)

Anaphylaxis Prevention, Response, and Management

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

CPR and AED Videos

Students and parents are encouraged to view the video on hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED), which are available on the Illinois High School Association's (IHSA) website at <https://www.ihsa.org/Resources/Sports-Medicine/CPR-Training>.

Emergency Aid to Students

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

Health Conditions

Communicable Diseases

1. The District will observe recommendations of the Illinois Department of Public Health regarding communicable diseases
2. Parents are required to notify the School Principal if they suspect their child has a communicable disease
3. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian
4. The District will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease
5. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease

Diabetes

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

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers
3. Sign the Diabetes Care Plan
4. Provide all needed supplies for diabetes care while in school, including snacks
5. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan

For further information, please contact the Building Principal.

Epilepsy

If your child has epilepsy, a Seizure Action Plan must be submitted to the school principal. For further information, please contact the Building Principal.

Food Allergies

Students with life-threatening allergies or life-threatening chronic illness may be eligible for accommodations pursuant to Section 504 of the Rehabilitation Act of 1973 and/or other applicable federal or state law.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal or school nurse.

The School does not exclude any individual with a disability from the full and equal enjoyment of its services and facilities. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities. Not all students with

life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our School District also may be able to appropriately meet a student's needs through other means.

HANDLING OF MEDICATION

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

Medication must be in its original container and within the use-by date. Prescription medications must have a pharmacy label affixed. Non-prescription medications must have a manufacturer label with the student's name affixed.

No school or district employee will 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, except in cases of emergency. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Carry and Self-Administration of Medication

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

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

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

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

Permission to self-carry or self-administer medication is valid only for the school year in which it is granted, as determined by the date of signature documented on the corresponding Medication Authorization Form. Parents/guardians must renew permission each school year and any change in permission regarding self-carry or self-administration requires a new form.

Medical Cannabis

Ashley's Law allows a parent/guardian of a student who is a minor to register with the Illinois Department of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. Medical cannabis infused products (medical cannabis) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited. If a student is a registered qualifying patient, he/she may administer medical cannabis on school grounds or during school-sponsored activities through either self-administration, administration by a school nurse or school administrator, or administration by a designated caregiver.

A designated caregiver may be an individual other than the student's parent/guardian who is registered with the IDPH. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on school premises or the school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by the IDPH under the Compassionate Use of Medical Cannabis Pilot Program Act;
2. Copies of the registry identification cards are provided to the school; and
3. That student's parent/guardian completed, signed, and submitted the appropriate Medication Authorization Form.

After administering the product to the student, the designated caregiver must immediately remove it from school premises or the school bus.

A school nurse or a school administrator may also administer medical cannabis infused product to a student who is a registered qualifying patient under the following circumstances:

- While on school grounds;
- While at a school-sponsored activity; or
- Before or after normal school activities, including transportation on a school bus.

In order for a school nurse or school administrator to administer medical cannabis to a student, the student's parent/guardian must have completed, signed, and submitted the Medication Authorization Form.

A student may also self-administer medical cannabis if he/she is a registered qualifying patient and the self-administration takes place under the direct supervision of a school nurse or school administrator. In order for a student to self-administer medical cannabis, the parent/guardian must have completed, signed, and submitted the appropriate Medication Authorization Form.

Medical cannabis may not be administered in a manner that, in the opinion of District 187, would create a disruption to the educational environment or cause exposure of the product to other students. School employees are not required to administer medical cannabis.

Discipline of a student for self-administering or being administered a product by a school nurse, school administrator, or designated caregiver pursuant to this Medical Cannabis policy is prohibited. The District may not deny a student attendance solely because they require administration of medical cannabis during school hours.

Undesignated Medications

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

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy (Board Policy 7:290), is posted on the school district website. Information can also be obtained from the school office.

Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks cannot require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Student Wellness

Student wellness, including good nutrition and physical activity, will be promoted in the District's educational program, school activities, and meal programs. The District will address nutrition education and promote good nutrition for students. Additionally, the District will support and promote an active lifestyle for students. Students will be required to engage in a daily physical education course unless otherwise exempted.

Community Input

Students, parents/guardians, and members of the District community will be invited to submit suggestions and comments concerning the development, implementation, and improvement of the District's wellness policy to the Superintendent or designee.

REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS

The District complies with local and State laws and implementing regulations regarding physical and health examinations, immunizations, and contagious diseases of students.

All students are required to present appropriate proof **on or before the first day of school** that the student has received required health examinations and screenings, as well as required immunizations under the following timelines:

1. Within one year prior to entering Kindergarten or the first grade.
2. Upon entering the sixth and ninth grades.
3. Immediately prior to or upon enrolling in the District for the first time, regardless of the student's grade.

Dental Examination

All children entering Kindergarten and second, sixth and ninth grade must present proof of having been examined by a licensed dentist at least 18 months prior to May 15 of the current school year. The dental examination must be documented on the required Illinois "Proof of School Dental Examination Form."

The District may withhold student grades for students who do not comply with the eye examination requirements until:

- Proof of exam is presented;
- A waiver form is submitted;
- A signed Certificate of Religious Exemption is completed; or

- Documentation is submitted proving an examination will take place within 60 days after May 15th.

Eye Examination

All students entering Kindergarten or a District school for the first time must present proof of the required eye examination on or before the first day of school. Eye exams must be completed by an optometrist or ophthalmologist and documented on the required Illinois “Eye Examination Report” form. An eye exam dated within one year of the first day of school will be accepted.

The District may withhold student grades for students who do not comply with the eye examination requirements until:

- Proof of exam is presented;
- A waiver form is submitted;
- A signed Certificate of Religious Exemption is completed; or
- Documentation is submitted proving an examination will take place within 60 days after October 15th.

Immunizations

The District requires all immunizations required by the Illinois School Code. Immunizations must be documented on the required Illinois “Certificate of Child Health” form and submitted to the District on or before the first day of school. If a student does not comply with the immunization requirements, the District will exclude the student from school beginning October 15th of the school year, until proof of immunization is presented, unless otherwise permitted by law.

Physical Examination

The required physical examination must include tuberculosis and diabetes screenings (diabetes testing is not required) and a statement from a physician ensuring students aged 6 years or below have been “risk-assessed” or screened for lead poisoning. Students must present proof of required physical examinations on or before the first day of school.

Students that do not comply with the physical examination requirement may be excluded from school beginning October 15th of the school year until proof of the examination is presented, unless otherwise permitted by law.

Vision and Hearing Screening

Vision and hearing screenings are completed annually on students in the grade levels listed below. The vision and hearing screening programs are for the purpose of the identification and prevention of vision and hearing impairments in students. Screenings are a limited process and do not diagnose visual or auditory problems, but rather indicate a potential need for further evaluation.

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

The screenings are a school health requirement of the Illinois Department of Public Health. Parents wishing to object to this examination for religious reasons must submit to the school a written statement that fully sets forth the religious belief that is the basis for the objection.

The following students will be screened for:

Vision: all pre-school, kindergarten, grade 2, grade 8, students in special education, and teacher referrals

Hearing: all pre-school, kindergarten, grade 1, grade 2, grade 3, students in special education and teacher referrals

RESPONSE TO STUDENT ILLNESS

Illness or injury at school may make it desirable that a student return home. If such is the case, parents/guardians will be contacted by school authorities to explain the circumstances so the parent/guardian can make arrangements for getting the student home. In case parents cannot be reached, the school will contact the person the parent/guardian has listed as an alternate contact on the student's emergency card. Students will remain at school until such a contact is made. The person picking up the student will be asked to present a photo ID to ensure the safe delivery of the student to the appropriate caretaker. Students exhibiting the following symptoms at school may be asked to return home:

- Temperature of 100 degrees or higher (**Students who have a temperature of 100 degrees or higher should not be in attendance at school**).
- Vomiting and/or diarrhea
- Skin infection
- Eye drainage, suspicion of conjunctivitis (pink eye)
- Allergic reaction
- Other symptoms at the discretion of the school nurse or school administrator

Students will not be able to return to school until the student is fever free for 24 hours without the use of fever-reducing medications. If a student is absent for 3 or more days due to illness, a return to school note will be recommended by a medical professional.

Home and Hospital Instruction

A student who is absent from school for 10 consecutive days or on an "ongoing intermittent basis" and has a doctor's note explaining the reason for the absence and extent of the absence, may be eligible for instruction in the student's home or hospital. An "ongoing intermittent basis" means that the student's medical condition is of such a nature or severity that it is anticipated that the student will be absent from school due to the medical condition for periods of at least 2 days at a time multiple times during the school year totaling at least 10 days or more of absences. There is no requirement that a student must be absent from school a minimum number of days before the child qualifies for home or hospital instruction. Home or hospital instruction may commence upon receipt of a written physician's statement, but instruction shall commence not later than 5 school days after the school district receives the physician's statement.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the Principal.

Student Injury or Loss

Should an accident occur on North Chicago Community Unit School District 187 property, the District is not liable for related medical bills. Therefore, it is imperative that parents make sure their student is covered by some type of health/accident insurance that will cover costs for injuries that occur as a result of an accident.

SECTION 11 - MILITARY RESOURCES

We are happy to serve our Great Lakes military families and look forward to new students joining our district throughout the year. Please feel free to call the district office or the office of the School Liaison Officer if you have any further questions.



The Student 2 Student Initiative

Our school district is proud to partner with the Military Child Education Coalition in offering a welcome program aimed at transitioning students. A team of Neal Math & Science Academy students and advisors were trained and take a leadership role in the Junior Student 2 Student program, aimed at middle schoolers.

The Student 2 Student peer program has also been established at North Chicago High School to support mobile students.

School Liaison Officer

John Sheppard, (847) 688-2430 x359 (office)

The School Liaison Officer for Naval Station Great Lakes and CNRMW helps parents make their child's educational transition to the Great Lakes area a smooth one. The Liaison may be reached at the office in the Family Welcome Center at Forrestal Village or by calling the phone number listed above

SLO Website:

Visit the SLO website for more information on transitioning families, teen resources, special education, and school liaison quarterly newsletters.

Navy SLO Facebook Page

For current articles that focus on educational issues affecting military-connected families, check out the Navy SLO Facebook page.

Tutor.com

Tutor.com is a free online tutoring company that offers one-to-one help from certified teachers 24/7. Learning takes place in a secure, online classroom using an interactive whiteboard, file sharing and instant messaging to work through your problem. This web site offers students of all ages the help they need to succeed in school and beyond.

Military Youth on the Move

A wonderful resource that reaches out to youth with creative ways to cope with issues that arise in the face of a move, such as transitioning to a new school, saying goodbye to friends, and getting involved in a new community.

Free SAT/ACT Prep

eKnowledge donates free SAT and ACT PowerPrep™ Programs to Military families worldwide. In alliance with the Department of Defense, and supported by professional athletes from the NFL and MLB, over the past 6 years, eKnowledge has donated over 145,000 DVDs with a value of \$36 Million. Other Helpful Naval Station Great Lakes Contacts:

- Child & Youth Placement Program: (847) 688-3100
- Fleet and Family Support Center: (847) 688-3603
- EFMP Liaison: (847) 688-3603 ext. 119
- Great Lakes Youth Center: (847) 688-5581/55
- For more information about MWR and CYP programs, please visit: www.mwrgl.com

SECTION 12 - NON-DISCRIMINATION POLICY

(See Policies 7:10 and 7:20)

Equal Opportunity and Sex Equity

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

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

District Non-Discrimination Coordinator & Human Rights Compliance Officer:

Dr. John P. Price
Superintendent
Board of Education Office
2000 Lewis Avenue
North Chicago, Illinois 60064
847-689-8150

Sexual Harassment and Discrimination

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

- (1) a school employee conditioning an educational aid, benefit, or service upon an individual's participation in unwelcome sexual conduct;
- (2) any unwelcome conduct that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the school's education program or activity; and
- (3) any instance of sexual assault, dating violence, domestic violence, or stalking as defined in applicable federal law.

Students and/or parents who believe a student has experienced an act of sex-based discrimination or sexual harassment are encouraged to notify the Principal of the school in which the alleged act or acts occurred, Assistant Building Principal, Dean of Students, the District's Title IX Coordinator, the District's Non-Discrimination Coordinator, a Complaint Manager, or any other staff member with whom the student is comfortable speaking.

Upon receipt of any complaint of sex-based discrimination or sexual harassment, the person receiving the complaint shall notify the District's Title IX Coordinator. The Title IX Coordinator shall contact the individual filing the complaint within 24 hours to gather additional information and schedule an initial meeting with the Complainant.

Nondiscrimination and Title IX Coordinator:

Dr. John P. Price
Superintendent
Board of Education Office
200 Lewis Avenue
North Chicago, IL 60064
847-689-8150

Complaint Managers:

Dr. John P. Price
Superintendent
Board of Education Office
200 Lewis Avenue
North Chicago, IL 60064
847-689-8150

Kim Andes
Executive Director of Human Resources
Board of Education Office
200 Lewis Ave, North Chicago, IL 60064
North Chicago, IL 60064
847-689-8150

SECTION 13 - NOTIFICATIONS AND REQUIREMENTS

(See Policy 7:310, 8:70)

Accommodating Individuals with Disabilities at District Events

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

COPPA (Children's Online Privacy Protection Act) - Google Applications for Education, Online Documents, Calendar, and Sites

North Chicago Community Unit School District 187 is actively integrating 21st century educational technology tools into the curriculum through a suite of secure online applications called *Google Apps for Education*. These tools will better engage students in developing their literacy skills by making it easier for students to work together online for projects, access their files outside of the classroom, and communicate at both the local and global level.

The National Educational Technology Standards for students (NETS*S) in grades K-12 stress the importance of this type of learning environment in order to demonstrate mastery of those standards. (www.iste.org/standards.aspx). However, District 187 students require written permission from a parent or legal guardian to gain access to *Google Apps in Education*.* This document explains the specific tools available and includes a form for you to give (or withhold) permission for your student to use these tools.

Google Apps for Education?

Google Apps for Education is a free web-based suite of applications for schools to use. Students and staff can easily create, share, and store documents online to collaborate on projects and turn in assignments electronically. All of the *Google Apps for Education* tools can be accessed from any Internet connection at school, home, smart phones, etc. North Chicago Community Unit School District 187 will support the main three Google applications: Calendars, Docs, and Sites.

Google Calendar:

- Maintain multiple calendars for all your needs, e.g. homework, activities, etc...
- Keep calendars private, or share them with others as you determine.

Google Docs includes the following programs:

- Google Documents - a word processor similar to Microsoft Word
- Google Presentations - a multimedia presentation tool similar to Microsoft PowerPoint
- Google Spreadsheets - a spreadsheet program similar to Microsoft Excel
- Google Drawings - a graphic design program
- Google Forms- a tool to create online surveys or polls and automatically collate the responses into a spreadsheet.

Google Sites:

- Google Sites - create and edit simple websites

Access to a student North Chicago Community Unit School District 187 *Google Apps for Education* account requires an active District 187 email account. Students in grades K-12 automatically have their North Chicago Community Unit School District email accounts activated unless a parent fills out a “denial of email account” form.

Every Student Succeeds Act

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of their student’s classroom teacher(s), including, at a minimum, whether:

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

If at any time your child has been taught for four (4) or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, the District will notify you.

II. Testing Transparency

The State and District requires students to take certain standardized tests. Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: ACCESS, NWEA MAP, PSAT, SAT, and the IL Science Assessment.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

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

III. Annual Report Card

Each year, the District will disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.d187.org.

V. 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 under certain circumstances. 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; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event. *However, the transfer option is unavailable for most students in District 187 because 1) the District has only one public school or attendance center for grades 4-12, and 2) a lottery system is used for enrollment in the charter program (K-8).* A student, who would otherwise have qualified for the chosen option, or the student's parent/guardian, may request special accommodations from the building principal.

Guidelines for Student Distribution of Non-School Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, e.g., before the beginning or end of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on copyright;
 - Is socially inappropriate or inappropriate due to the student's maturity level, 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 Handbook,
 - Is reasonably viewed as promoting illegal drug use;
 - Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
 - Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

School Meal/Free Lunch Program

Students who eat lunch at school may bring a bag lunch and buy milk. If bringing a lunch to school, students are to put their name on their lunch. Free lunch and breakfast are available to all District 187 students.

Students are expected to conduct themselves in a manner appropriate to the lunchroom setting. Food items delivered by outside vendors may not be consumed in the lunchroom.

Student Abuse/Neglect Reporting

School personnel are required under penalty of a statute of the State of Illinois to report to the Department of Children and Family Services any child's injury or condition which reasonably appears to be child abuse or neglect.

Student Privacy Protections

Surveys

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

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

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

Inspection of Instructional Material

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

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

Prohibition on Selling or Marketing Students' Personal Information

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

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

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

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards. A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

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

Physical Exams or Screenings

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

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

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

Textbooks

Students are responsible for returning textbooks in the same condition as they are issued. If a book is NOT returned or is damaged beyond use, which the District will determine in its sole discretion, the student will be charged the replacement fee for the book.

Transportation Policy

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal or designee.

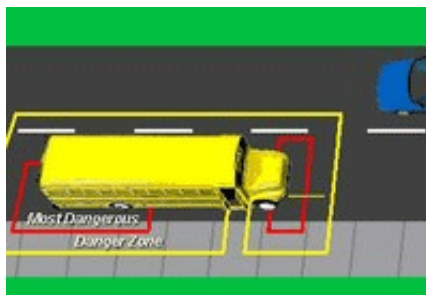
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal or designee.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. 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.

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

In the interest of the student's safety and in compliance with state law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks, and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

Loss of Bus Riding Privilege

Students are expected to attend school for the duration of the bus suspension. During the time of a school bus suspension, parents are responsible for transporting their students. *In the event a parent cannot transport a student during a suspension, the parent must notify the District and the absence will be excused. The student remains responsible for making up all work when the parent cannot transport the student as the result of a bus suspension.*

For questions regarding school transportation issues, contact: Tasha R. Coleman at tjohnson@d187.org or call 847-775-1324.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Visitors are expected to abide by all school rules during their time on school property.

A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.

8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Withdrawal of Students

A student will be removed from the rolls when he/she transfers, withdraws, or is expelled. The student must be accompanied by his/her parent and report to the Registrar's office for the High School and main office for Elementary and Middle School. The student should bring all property belonging to the school. This includes technology, textbooks, library books, sporting equipment, NJROTC uniform/materials/equipment, etc. The Registrar's office for the High School and the main office for Elementary and Middle School will then give the student a withdrawal card for the student to present to individual teachers. When presenting the withdrawal card to each teacher, the student is required to turn in his/her books to the teacher and the teacher will sign the card. A student owing money should be prepared to pay balances at the time of withdrawal in order to have official records released. The District may withhold the student's official records if the student has an outstanding balance.

The withdrawing student's parent/guardian must come into the school and present proper identification to the secretary to start the withdrawal process. The secretary will date and sign the Request for Withdrawal Form, which will be the final date of the student's withdrawal. Upon signature of the Request for Withdrawal Form, the secretary will release a copy of the student's transcript, all medical records, and a copy of the form letter from the Illinois State Board of Education indicating the status of the student upon leaving the school as long as all obligations stated above are met by the student and the parent/guardian.

A student can also be withdrawn from school when another school informs the District that the student is in attendance at their school. The school will be required to send the District the proper forms filled out. If a student leaves without returning books, other District property, or owing an outstanding obligation, every effort will be made to collect the outstanding obligation before records are sent out.

SECTION 14 - 2022-2023 SCHOOL-PARENT/GUARDIAN COMPACT (TITLE I)

PURPOSE:

This compact is designed to:

1. Identify the collective responsibility of parents, legal guardians, and the school district in supporting the academic achievement of all students

2. Emphasize the importance of parent and family engagement in the life and academic success of every student in our school district
1. Comply with Section 6318 of the Every Student Succeeds Act (ESSA) (20 U.S.C. §6318) regarding the establishment of a school-parent compact

The school and the parents of the students in the district agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the **2022-2023** school year.

SCHOOL RESPONSIBILITIES

The school will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

The district will:

- provide an Articulated and Unified PreK-12 Curriculum in Math and ELA with Aligned Units of Study
- fully implement all curricular materials
- develop Common Core State Standards (CCSS) aligned units of study in natural and social sciences and non-core
- provide high quality classroom and school environments
- provide a respectful culture with high expectations
- clearly articulate and consistently follow expectations and consequences
- consistently use high-impact instructional strategies
- apply technology in use to drive instruction forward
- focus on student engagement and differentiation
- utilize Common Formative assessments at all levels
- utilize interim and summative data to make programmatic and instructional decisions
- implement timely, research-based interventions
- create a culture of feedback throughout the district
- provide Professional Learning Communities (PLC) teams at every level (including administrators and central office) engaged in discussion and action planning in response to student data
- provide a continuous cycle of job-embedded, differentiated professional development

2. **Hold parent/teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.** Conferences will be held:

10/27-10/28/22	Parent/Teacher conferences/reports cards distributed (District Calendar)
1/20/23	Report cards sent home
3/23-3/24/23	Parent/Teacher conferences/reports cards distributed (District Calendar)
6/9/23	Report cards sent home

Provide parents/guardians with frequent reports on their children's progress. The school will provide reports by mail and online by the following dates: 9/30/22, 12/9/22, 2/24/23, 5/5/23 and 6/9/23.

3. Provide parents/guardians reasonable access to staff.

- a. Staff will be available for consultation with parents during scheduled appointments before or after school*
- b. Staff may be reached via email using the first initial of their name followed by their last name @d187.org(e.g. Daniel Smith...dsmith@d187.org)*
- c. Staff, unless in meetings or otherwise unavailable, may be reached before and after school by calling the following main numbers:*

<i>A.J. Katzenmaier</i>	<i>847.689.6330</i>
<i>Forrestal School</i>	<i>847.689.6310</i>
<i>Neal Math & Science Academy</i>	<i>847.689.6313</i>
<i>North Chicago Community High School</i>	<i>847.578.7400</i>
<i>Evelyn Alexander School</i>	<i>847.689.7345</i>
<i>Green Bay Early Childhood Center</i>	<i>847-775-7100</i>

Please note that staff will not be available to take calls from parents during instructional time.

4. Provide parent/guardians opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:

- *Volunteer opportunities will be coordinated through school principals or designee.*

PARENT/GUARDIAN RESPONSIBILITIES

As a parent or guardian, I commit to supporting my child's learning by:

- engaging in daily conversations with him/her about their day at school and what was learned
- communicating with my child's teacher if my child has any problems with learning
- staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate
- making every effort to attend Parent/Teacher Conferences, parent meetings, school functions/activities
- providing a distraction free place at home where homework and reading assignments can be completed
- reviewing homework assignments and offering assistance when needed
- implementing and reinforcing bedtime routines to maximize his/her ability to arrive at school on time and to perform well
- limiting entertainment screen time to less than one or two hours a day and only allowing exposure to age appropriate programming
- volunteering in my child's classroom or school and, to the extent possible, serving on a parent committee, Parent Teacher Organization (PTO) or policy advisory group such as the Title I Parent Steering Committee

STUDENT RESPONSIBILITIES

As a student, I will share the responsibility to improve my academic achievement and achieve the state's high standards. Specifically, I will:

- follow directions and guidance of all school staff members
- always put forth my best effort
- behave responsibly and treat others with respect
- complete classroom assignments as instructed
- complete my homework and return it to my teacher when it is due
- ask for help when needed
- inform my parent, the adult who is responsible for my well-being, or teacher when I am having problems with learning
- read at least 20-30 minutes every day outside of school time
- give my parents or the adult who is responsible for my well-being all notices and information received by me from my school every day
- talk with my parents or the adult who is responsible for my well being about my day at school and what I learned
- respect and follow home guidelines and/or routines established to ensure that I:
 - attend school every day
 - arrive to school on time
 - limit how much time I spend watching television and use technology (E.g. computers, gaming devices, cell phones, social media)

School _____ Date _____

Parent _____ Date _____

Student _____ Date _____

SECTION 15 - PARENT INVOLVEMENT

(See District Policies 8:10 - 8:110)

School Visits

All family members, guardians or guests are to enter using the main school entrance. Visitors should report directly to the main office and register with the office staff. You will be asked to provide a photo ID and we will provide you with a name tag for your visit. All visitors must sign in and sign out at the front desk. District and/or Building staff will be available to escort you to the location of your visit. If you are there to see your child, the student will be called to the main office. If you would like to meet with a teacher or visit your child's classroom, please call and make an appointment ahead of time with the building administrator or your child's teacher. (See School Visitors, pg. 29)

School Volunteers

All school volunteers must complete a volunteer application form and background check prior to participating in any school activity. Volunteer application forms are available in your school's main office, at the Board of Education Office or on the district website.

PTO (Parent-Teacher Organization)

One way for parents to support their child's school is to join their Parent Teacher Organization (PTO). PTOs are nonprofit organizations formed by parents, teachers, and school staff to support their local schools. Whether it is recruiting volunteers to help at the school or fundraising to support programs and activities, PTOs are one way for a community to rally around a school.

The purpose of the PTO is to enhance and support the educational experience at District 187 Schools, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at District 187 Schools through volunteer and financial support.

Title I Parent Liaison

Parental involvement is critical to the success of every student. The Title I Parent Liaison is responsible for developing and maintaining an active cohort of parents, community partners, and stakeholders to participate in Title I parent communities. The parent liaison will also:

- Work with teachers, parents, and community members to support academic learning.
- Work with parents and teachers to facilitate strong communication between school and home.
- Support efforts to increase parental engagement within the district.
- Serve as a mentor for parents to enrich their experience within the district and encourage parent participation in their child's school experience.

The Title I Parent Liaison will offer support to parents of students within the elementary, middle, and high school levels.

ELL Parent Liaison

Our ELL Parent Liaison facilitates the BPAC council meetings. The Liaison is the point person for contacting community members to help meet the goals of the BPAC. The Liaison also interprets and translates for District parents and District personnel. The ELL Parent Liaison will also:

- Work with teachers, parents, and community members to support academic learning.
- Work with parents and teachers to facilitate strong communication between school and home.
- Support efforts to increase parental engagement within the district.
- Serve as a mentor for parents to enrich their experience within the district and encourage parent participation in their child's school experience.

The ELL Parent Liaison will offer support to parents of students within the elementary, middle, and high school levels.

Bilingual Parent Advisory Council

In addition to language services, the ELL Department proudly supports the Bilingual Parent Advisory Council (BPAC). This council is composed of a team of parents, teachers, and community members invested in the education of their children with the goal of making a genuine contribution to our learning community. The council plans and coordinates meetings and parent events, such as community fairs, social gatherings, inviting guest speakers, workshops, and classes.

BPAC Mission

The Bilingual Parent Advisory Committee at NCCUSD 187 wants to be a respected, proactive organization that represents the interests and needs of its bilingual community through participation in both school and district activities, and take actions that will have a positive impact in the education of our children.

School Visitation Rights Notice

Parents/guardians are granted up to eight (8) total hours of leave during any school year (no more than four (4) hours of which may be taken on any given day) to attend necessary educational and behavior conferences regarding their child if those conferences cannot be scheduled during non-work hours. The District Office will provide parent(s)/guardian(s) with documentation of school visitation upon request.

2023-2024 District-wide Parental/Guardian Involvement Policy Summary

Purpose:

1. Support and secure an effective partnership among parents, guardians, schools and the community
2. Establish the district's expectations for parent/guardian involvement and describe how it will implement the policy to help insure that all students meet academic standards
3. Comply with Title I requirements

Part I. General Expectations

The district will...

- Institute programs, activities and procedures for the involvement of parents which are planned and operated with meaningful consultation with parents
- Work with its schools to ensure parent involvement policies meet requirements and include a school-parent compact
- Where practicable, provide full opportunities for the participation of parents with limited English proficiency, disabilities and parents of mobile children
- Involve and include parents when possible to assist schools in increasing student achievement
- Work to provide reasonable support for parental involvement activities
- Insure that parents are informed about their schools and their children's education

Part II. How District Will Implement Required Components

The district will...

- Present, discuss and solicit feedback to the policy during the first District-wide Parent Meeting of each school year
- Invite and encourage parent participation in the development and evaluation of the policy utilizing parent steering and parent advisory committee
- Provide parents with access to the policy
- Provide the following to support and assist schools in planning and implementing effective parental involvement activities

- o Training to staff and parents involved in Title I Committees, in parental engagement and leadership
 - o ELL support when coordinating parent involvement programs/activities
- With the involvement of parents, annually evaluate the content and effectiveness of the policy, and use the results to improve strategies for parental involvement

The district, with the help of schools, will...

- Provide access to information and resources
- Provide assistance to parents in understanding
 - o State academic achievement standards and assessments
 - o How to monitor their child's progress
- Provide materials and training to help parents work with their children to improve academic achievement

The district, with the help of schools and parents will

- Educate its teachers, principals and staff in how to reach out to, communicate with and work with parents as equal partners

Part III. Discretionary Policy Components

In an effort to build parents' capacity for involvement, the district may choose to...

- Involve parents in various workshops and trainings to assist staff
- Pay reasonable and necessary expenses associated with parental involvement
- Host school meetings at varied times or conduct in-home conferences to maximize parental involvement
- Develop appropriate roles for community-based organizations and businesses

*(For a complete copy of the policy, visit
https://www.boardpolicyonline.com/?b=north_chicago_187&s=325109)*

PART IV. ADOPTION

This *district-wide* Parental/Guardian Involvement Policy has been developed jointly with, and agreed to, by parents of children participating in Title I, Part A programs, as evidenced by Yesenia Sanchez, Chief Academic Officer.

This policy was adopted by the **North Chicago Community Unit School District 187**, and will be in effect for the period of August 29, 2022, to June 9, 2023. The school district will provide a copy of the policy to all parents of participating Title I, Part A children on or before **October 15, 2022**.

(Independent Authority Board Chairman)

(Date)

SECTION 16 - PARENTS RIGHT TO KNOW

Asbestos Hazard Emergency Response Act

In compliance with the U.S. Environmental Protection Agency's Asbestos Hazard Emergency Response Act, the District performed thorough inspections of each of the school buildings for asbestos containing building materials (A.C.B.M.) in 1985. The inspections' findings and Asbestos Management Plans have been on file in each school's administrative office since that time. The U.S. Environmental Protection Agency requires the District to perform re-inspections of the asbestos materials every three (3) years, and conduct periodic reviews of the buildings between re-inspections. Accredited asbestos inspectors have performed these re-inspections and an accredited management planner reviewed the results and recommended actions that the District needed to take to safely manage or remove each A.C.B.M. According to federal law, no asbestos containing building materials have been allowed to be used in the construction or renovation of any school since 1967. Additionally, since 1985 significant portions of the identified "asbestos containing building materials" have been removed by licensed professionals in accordance with the plans approved by the Illinois Environmental Protection Agency and the Illinois Department of Public Health. Please direct additional questions to the District Executive Director of School Finance.

Pesticide Application Notice

Illinois law requires school districts to adopt a pest control process called Integrated Pest Management or "IPM" and to notify staff, students, and parents prior to certain types of pest control applications. IPM emphasizes inspection and communication with the school administration. The focus of the program is to identify and eliminate conditions in the school that could cause pests to be a problem. Applications of pest control materials are made only when necessary to eliminate a pest problem. Regular spraying is not part of the program. If it becomes necessary to use any pest control products other than traps or baits, written or telephonic notice will be provided at least four (4) business days prior to the application. The only exception to the four-day notice would be an immediate threat to health or property. Then notice will be provided as soon as practical. If you would like to receive written or telephonic notification prior to the application of any pest control materials subject to the notification requirements, please contact the District Office at 847-689-8150.

If you have any questions about the information and procedures related to pest control, you may contact the District office at 847-689-8150.

Sexual Predator Law

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

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

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

Anytime that a convicted child sex offender is present on school property for any reason - including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. The convicted child sex offender will

remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

Sex Offender & Violent Offender Notification Law

Information about registered sex offenders and violent offenders against youth is available to the public through the Illinois State Police Sex Offender Registry and the Illinois Child Murderer and Violent Offender Against Youth Registry.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>

Homeless Students - McKinney-Vento Act

"Homeless" students are defined under State and federal law as persons lacking a "fixed, regular and adequate nighttime" abode. The definition includes individuals doubled-up in housing or living in a shelter, transitional housing, temporary shelter, foster placement, welfare institution, hotel, or place not ordinarily used for sleeping. Homeless students may attend either the school they attended before becoming homeless (the school of origin) or the school that non-homeless students who live in the attendance area in which the homeless student is actually living are eligible to attend.

Video Surveillance Monitoring

The District uses overt video surveillance cameras and monitors on District property, which includes school buildings, parking lots, and grounds. These cameras do not have audio capabilities and are designed to promote the health, safety, and welfare of all students, staff, and visitors. Video cameras will be located in areas of the school where there is no reasonable expectation of privacy. These areas may include hallways, cafeterias, parking lots, administrative offices, exits, entrances, and other locations deemed appropriate by the building principal. Video cameras will **not** be used in washrooms, locker rooms, changing areas, or showers.

The District also uses video surveillance on the interiors of school buses when transporting students to and from school and school-sponsored events. Notices for buses using this surveillance will have it clearly posted on the door, and inside the school bus.

SECTION 17 - SAFETY AND CODE OF CONDUCT **(See District Policy 7:190)**

Philosophy Of School Safety And Conduct

North Chicago Community Unit School District 187 is committed to providing an environment that allows every student to reach his or her potential, both as a scholar and as a citizen. This can only be accomplished through the actions and encouragement of staff, fellow students, families and community members. By providing positive environments that teach and support effective personal skills, we prepare our students to become tomorrow's leaders.

All North Chicago students and staff are entitled to a safe, secure and orderly environment in which to work and learn. Students are prohibited from engaging in behavior that will endanger - or threaten to endanger - the safety of others, that will damage property, or that will impede the

orderly conduct of the school program. Students, staff, and families are expected to become familiar with the rules, regulations and consequences declared in this code.

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

(See District Policies: 4:165, 5:120)

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

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

Emotional signs:

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

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

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

Warning Signs of Boundary Violations

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

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose

- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
 - 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.

- “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- 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.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

1. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.

11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. 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.
18. 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.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

Corporal Punishment

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

Disciplinary Measures

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

academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

DISCIPLINE INFRACTIONS: POTENTIAL SUPPORTS AND RESPONSES

Misconduct that results in administrative action will automatically result in parent/guardian notification. School Administration reserves the sole right to determine appropriate disciplinary actions for offenses that are not contained in the following lists. Administrators reserve the right on a case by case basis to deviate from the specified disciplinary actions when such deviation is determined to be appropriate and/or necessary for the proper and efficient operation of the school. Students are expected to cooperate with Administrators during an investigation. The Administration and District have complete discretion in determining the level of the infraction and the appropriate consequence. **Any infraction, depending on the surrounding circumstances, may warrant discipline up to and including expulsion.** Misconduct includes but is not limited to:

Level 1	Potential Supports and Responses for any level 1 behavior
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Arson Assault/Battery Drugs, Controlled Substances, and Alcohol Gang Activity Gross Disobedience Sexual Misconduct Weapons Bomb/Terrorist Threat	Confiscation of Items Loss of Privilege Parent Conference Police Intervention Request for Expulsion <i>Out-of-School</i> Suspension Alternative Programming
Level 2	Potential Supports and Responses for any level 2 behavior
Bullying (including Cyber Bullying) Disrespect to Staff Failure to Report to Office Fighting Forgery Gambling Insubordination Harassment/ Intimidation Hazing Inciting others to violence Misrepresentation Profanity/Obscenity Sexual Harassment Smoking and/or use of Tobacco Products Theft Threats Trespassing Vandalism	Alternative Programming Behavior Plan Community Service Confiscation of Items Counseling Detention(s) (Lunch, in school, after school, Saturday) Learning Adjustment Center Loss of Privilege Parent Conference Police Intervention Removal from Class Request for Expulsion Restitution ISS and OSS
Level 3	Potential Supports and Responses for any level 3 behavior
Academic Dishonesty Amorous Behavior Bus Misconduct Cafeteria Violation Computer/Technology Misconduct Disruptive /Uncooperative Behavior Dress Code Violation Electronic Devices Food/Drink in Unauthorized Areas Pushing, Shoving, Horseplay No Hall Pass/Unauthorized Areas No Identification Card Parking/Auto Violation Tardiness Unauthorized Leaving/Entering Campus Unexcused Absence/Cutting/Skipping/Tuancy	Behavior Plan Community Service Confiscation of Items Counseling Detention(s) (Lunch, in school, after school, Saturday) Learning Adjustment Center Loss of Privilege Parent Conference Police Intervention Restitution In/Out of School Suspension Removal From Class Student Conference

DISCIPLINE INFRACTIONS DEFINED

Academic Dishonesty

Academic dishonesty refers to cheating, copying, plagiarizing, or representing the work of others as your own through verbal, written, graphic, electronic or other means.

Amorous Behavior

Students are expected to use good judgment and refrain from open displays of affection.

Arson

The deliberate and malicious burning of, or attempt to burn, school property.

Assault/Battery

Battery is the act of inflicting physical contact upon another by any means and without the victim's consent, including incidents of bodily harm or physical contact of an insulting, aggressive, violent or provoking nature. Assault is any threat or suggestion of physical violence which creates a reasonable apprehension of imminent physical injury to another person.

Bomb/Terrorist Threat

The act of communicating, verbally, electronically, or in writing, information about the existence of an explosive device or other life threatening attack, whether true or false.

Bullying (Including Cyber Bullying)

No student should be subjected in school to bullying, aggression, and violence. Accordingly, aggressive student behavior, including bullying in all forms, is prohibited. Bullying may consist of, but is not limited to, physical or verbal acts or conduct such as teasing, threats, harassment, intimidation, stalking, physical violence, sexual violence, theft, public humiliation, destruction of property, and/or retaliation. Bullying also includes cyberbullying, which means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. "Cyber-bullying" also includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. "Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.

Bullying is any severe or pervasive physical, verbal, social, and/or psychological act or conduct, including communications made in writing or electronically, directed toward

a student(s) that has or can be reasonably predicted to have the effect of one or more of the following:

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

Any student who is or has been subjected to bullying by another student, or knows of any student who is, or has been, subjected to bullying should report all such incidents to his/her building administrator, counselor, school personnel or teacher. All bullying complaints will be investigated.

Students found to have engaged in harassing conduct may be subject to disciplinary action, up to and including dismissal. Bullying behaviors may consist of or involve conduct that also is a separate offense under the District's Discipline Code and/or civil and/or criminal laws. Examples include but are not limited to harassment, threats, intimidation, physical violence, bias related incidents and/or sexual harassment. School administrators are not limited in exercising their discretion in determining how to charge an offense that amounts to bullying and another offense, and may be subjected to one or more applicable offenses. Please refer to the district's Bullying Policy (Policy 7:180) in this handbook in Section 22 for further information.

Bus Misconduct

All students are under the supervision of the bus driver while on the bus. Students must have their ID (Grades 6-12) on while riding the bus. Riding the bus is a privilege, not a right, and a student may be removed from riding the bus or suspended out-of-school by the superintendent of the district or the principal, assistant principal, or dean of students for up to 10 consecutive days for engaging in gross disobedience or misconduct including, but not limited to the following:

1. Prohibited student conduct as defined in School Board policy, 7:190 - Student Behavior.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Tampering with electronic recording devices located on school buses.
7. Such other behavior as the Superintendent or designee identified in the School Code deems to threaten the safe operation of the bus and/or its occupants, including, but not limited to:

<ul style="list-style-type: none"> - Talking to bus driver while the bus is in motion - Disrespect to bus driver - Putting any part of the body out of the bus window - Loud or distracting behavior - Throwing objects in or off the bus - Offensive/vulgar language - Destruction of bus property - Bullying 	<ul style="list-style-type: none"> - Unlocking emergency door except at direction of bus driver - Leaving seat while the bus is in motion - Reserving seats for other students - Indecent behavior - Drinking, eating, or using tobacco - Excessive littering - Fighting - Spitting in the bus
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Cafeteria Violation

Students who fail to comply with cafeteria rules and expectations for safe, responsible, and respectful conduct are subject to disciplinary action.

Computer/Technology Misconduct

Unauthorized or improper use of, or access to, the District's computers, computer systems, e-mail, internet access, or other information system applications and components, including violation of the "Acceptable Use Policy."

Inappropriate site use, misuse of computer hardware/software, applications, and deliberately changing network or system settings will not be tolerated. Students will not use the school's computers, computer network, computer access, telephone lines, etc. to harass, intimidate or threaten other people, engage in illegal activity, hack into the School District's computer network or the networks of others, or create or deliver computer viruses.

Disrespect to Staff

To respond in a rude and/or impertinent manner to any school personnel. To dishonor directly/ indirectly and/or to abuse verbally, electronically, in writing or pictorially, irrespective of the method used to produce the writing or picture, any member of the school staff or its contractual agents, school board members, student body or guests.

Disruptive/Uncooperative Behavior

Any act that interferes with or disrupts the educational process, setting, or any school sponsored activity or activity reasonably related to school. Failure to comply with rules and expectations of the staff member or school.

Dress Code Violation

The District expects each student's attire and grooming to promote a positive, safe, and healthy environment within the school. Although the District recognizes that individual students have a right to free expression, that right must be balanced with the District's responsibility to provide a safe, secure, and orderly educational environment for all students. Clothing must conform to the North Chicago Community Unit School District 187 dress code and the building dress code. Please refer to the Dress Code located in Section 21.

Drugs, Controlled Substance, and Alcohol

The manufacture, transportation, use, possession, delivery, sale, purchase, or intent to sell/purchase of illicit drugs, controlled substances, look-alike substances, drug paraphernalia, or alcohol is prohibited. Students may not be under the influence of

illicit drugs, controlled substances or alcohol. A student is “under the influence” for purposes of this rule if they have ingested, injected, imbibed, or otherwise introduced into their body any quantity of such substances, even though not necessarily legally intoxicated. This applies to all school properties, school sponsored events, school sponsored transportation, or school sponsored trips.

The school will cooperate with all law enforcement agencies in educating students to the dangers of drugs and alcohol. Additionally, students found to have violated this rule will be reported to local law enforcement authorities and the Illinois Department of State Police for violation of state and local laws and ordinances.

Electronic Devices

Electronic devices, including but not limited to: pagers, cell phones, gaming devices, camera phones, two-way radios, mp3/music players, etc., may not be used on school property during the school day. Devices must be stored in the off mode (or otherwise incapable of receiving an active signal). Violations may result in disciplinary action, including confiscation of the item. The items will be returned to the parents/guardian of the student.

Failure to Report to Office

Failure to report to the office when referred by any staff member will result in disciplinary consequences over and above those imposed for the conduct for which the referral was made.

Fighting

The threat or use of physical force by any student towards another student is not permitted under any circumstances. If physically assaulted by another student, the assaulted student is expected to seek assistance from school staff and limit his or her physical response solely to the minimum physical contact necessary to protect his or her physical safety. Physical contact, even if taken in self-defense, may constitute physical assault within the meaning of this Code if the response exceeds that contact necessary to protect one's physical safety.

Food/Drink in Unauthorized Areas

Students are not allowed to have any food from outside vendors in the cafeteria. No food and/or drinks are allowed in the academic corridors and classrooms without permission. Only drinks and/or snacks will be allowed in the Commons or Courtyard area if student(s) have obtained privileges.

Forgery

Forging or altering passes, I.D. 's or other school-related documents are prohibited. Students who misrepresent their identity or fail to identify themselves upon request of any staff member will be subject to disciplinary action.

Gambling

Students may not gamble or possess gambling paraphernalia. Gambling paraphernalia will be confiscated.

Gang Activity

The presence of gangs, gang activity, or undesirable groups that by their very nature interfere with and/or disrupt the school and school activities are prohibited. A “gang” is defined as any group of two or more persons not affiliated with the school or

school-sponsored activities whose purposes or functions include the disruption of the learning environment and/or the commission of illegal acts. The following activities are prohibited:

1. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, tattoo (tattoos must be covered at all times at any school-related event) or other item which is evidence of membership or affiliation in any gang.
2. Committing any act, or use of any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership in or affiliation with a gang.
3. Use of any speech or commission of any act to further the interests of any gang or gang activities, including but not limited to: A) soliciting others for membership in any gangs; B) requesting any person to pay protection or otherwise intimidating or threatening any person; C) committing any other illegal act or other violation of school district policies; D) inciting other students to act with physical violence upon any other person.

Gross Misconduct or Disobedience

Any conduct, behavior, or activity as defined in Board Policy 7:190. Acts of gross misconduct or disobedience constitute grounds for an out-of-school suspension or expulsion.

Harassment/Intimidation

All students, employees, and non-employee volunteers are strictly prohibited from engaging in any form of harassment. Harassment is an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment. Harassment may also constitute one or more of the following: sexual harassment, racial harassment, or harassment of any other member of a protected class.

Any student who is or has been subjected to harassment, intimidation, or bullying by another student, or knows of any student who is, or has been, subjected to harassment, intimidation, or bullying should report all such incidents to his/her building administrator, counselor, school personnel or teacher. All harassment, intimidation, or bullying complaints will be investigated. For further information refer to the Harassment/Intimidation procedure posted at every school site.

Students found to have engaged in harassing conduct may be subject to disciplinary action, up to and including dismissal.

Hazing

Engaging in any type of behavior that is aggressive and does physical or psychological harm to a staff person, student, or urging other student(s) to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation or other comparable product. It is not a defense to a charge of violation of this rule that the person subject to the hazing activities consented or otherwise volunteered to be hazed.

Inciting Others to Violence and/or Disobedience

To cause disruption of the educational environment by words, acts, deeds, including but not limited to the use of electronic devices or other technology, to encourage others to fight, assault others, participate in gang activity, or commit criminal or other acts in violation with District policy.

Insubordination

The willful failure to respond to or carry out reasonable requests by authorized school personnel or the refusal to follow and adhere to school rules and directions (e.g. removal of hat, coat, failure to serve detentions, etc.).

Misrepresentation

Purposefully misleading or misrepresenting the truth to any staff member.

No Hall Pass/Unauthorized Areas

Failure to move to an assigned area in a timely fashion or otherwise going into unauthorized areas during the school day when provided a pass or when moving between locations. Students present in halls or other areas during class time or after school hours with the consent (hall pass) or presence of an authorized adult.

No Identification Card

(Grades 6-12 only) All students are expected to have the identification card worn visibly around their neck on a school-issued lanyard. Students may not trade or loan their identification cards to other persons. A temporary I.D., good only for one day, can be purchased for \$2.00. Lost identification cards must be replaced immediately. A fee of \$5.00 will be charged for each replacement.

Parking/Auto Violation

Students who drive vehicles on school property must comply with all state and local laws. Parking on campus is a privilege, and students must meet the assigned criteria by the administration in order to qualify for a parking permit. The privilege of parking on campus may be suspended or revoked by the administration for the following, including but not limited to:

1. Reckless Driving on School Grounds
1. Illegal Parking
2. Leaving campus without permission
3. Driving underclassmen or those students who have not been granted privileges off-campus during the school day.

Profanity/Obscenity

Obscene words, materials, gestures, utterances, or appearance, or behavior which exhibits or concerns vulgar, indecent, lewd conduct or sexually suggestive acts, or concerns nudity and excretory functions. The use of technology to access, distribute, or otherwise communicate indecent or obscene information is included in this offense.

Pushing/Shoving/Horseplay

Consensual physical activity such as pushing, shoving, or wrestling where no ill will is intended but which presents a safety risk or disruption to others.

Sexual Harassment

Sexual harassment is a form of discrimination and means:

- Unwelcome sexual advances, including verbal or physical conduct;
- Unwelcome requests for sexual favors; and/or
- Other verbal or physical conduct of a sexual nature when (i) submission to the conduct is made a term or condition of the student's educational advancement; or (ii) the submission to or rejection of such conduct is used as a basis for educational decisions affecting the student or has the purpose of substantially interfering with the student's academic performance or creates an intimidating, hostile, or offensive educational environment, if it is known or should be known that the behavior is unwelcome.

Sexual Misconduct

Engaging in inappropriate sexual activity on school property or at school related activities, including but not limited to, showing or touching private body parts/organs in a public place, intentional and consensual sexual contact, and indecent exposure. Sexual misconduct may constitute sexual harassment.

Smoking/Tobacco Products

All District facilities are tobacco free. It is against state law for persons under the age of 18 to possess tobacco or tobacco products. The act of using/having tobacco products on school property, including but not limited to cigarettes, cigars, pipes, chewing tobacco, electronic devices whose purpose is to assist in inhaling tobacco products etc. The possession, use, or distribution or sale of tobacco products on school grounds, at school-sponsored events, on transportation to and from school, or on other school transportation. Students caught in possession of tobacco will be subject to discipline procedures by the school and fines by the North Chicago Police Department.

Tardiness

Students are expected to be in the classroom and at school when the bell rings at the beginning of a class period. A tardy is defined as a student arriving to class after the bell or starting time without a pass.

Theft

The unlawful control or possession of property without the owner's permission or consent, including the possession of stolen items and the possession of tools that are used to gain possession of another person's property.

Threats

Actions (verbal, physical, written, electronic, or otherwise intimidated) that threaten the well-being of school district employees, students, volunteers, guests, or other persons.

Trespassing

Entering any school property or into any school facility without proper authority, including any entry during suspension or expulsion.

Unauthorized Leaving/Entering Campus

No student who has arrived on school property will be allowed to leave the school building or premises during the school day without a pass signed by an administrator. All students who enter/leave the building and/or school premises during the school day must be excused and signed out through the school office. All students must

enter and exit through the Main doors unless explicit permission otherwise has been granted by administration.

Unexcused Absence/Cutting/Skipping/Truancy

Absence for a whole day, part day, or one class period of school without the submission of this absence by the parent/guardian and the approval of the absence by District administration per the North Chicago Community Unit School District 187 attendance policy.

Vandalism

The act of willful destruction or damage to property; including vehicles parked on school grounds. This includes cutting, defacing, or otherwise damaging property belonging to the District. Students and their parents are responsible for the cost of repairing or replacing intentionally damaged school 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 two 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 his/her determination may be modified by the Board on a case-by-case basis. The superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

In evaluating whether objects or devices could reasonably be considered “look alike” weapons, for purposes of the imposition of discipline, any one of the following criteria may be relied upon:

- Appearance, e.g., extent of resemblance between an actual weapon and the “look alike,” and
- The reaction of other students and adults who are confronted with or otherwise observe the “look alike” weapon

If the appearance of or reaction to a “look alike” or toy weapon are inconsistent with the foregoing definition, then consideration may be given to the use of other infractions to impose discipline for the student’s conduct. Administrators are obligated by law to notify local law enforcement of any incident involving possession of a Firearm.

Description of Behavior Interventions

Any systematic response to reduce problem behaviors or increase desired behaviors. Behavior intervention plans include but are not limited to the following:

Referral to Student Intervention Team (SIT)

The SIT is made up of the student's teachers, support staff, and administration that address the needs of students having academic or behavioral problems in school through a six-step process. These steps include: 1) discussions and identification of needs, 2) informal assessment and formal assessment, if necessary, 3) development of an intervention plan, 4) implementation and refinement of the intervention plan, 5) follow-up, support, feedback, and recycling of the process, and 6) continuous monitoring and evaluation. The plan may include daily behavior sheets, checking in with a staff member at the beginning and ending of each day, or any other interventions within the continuum of support.

The SIT may meet on any student that displays chronic behavioral problems and/or behaviors that prevent the students from succeeding.

Additional Graduation Pathways

A change of program or schedule based on team recommendations by the administration based on behavior, grades, and/or other factors. This may be achieved in conjunction with other agencies or community supports, including the North Chicago Community High School Additional Graduation Pathways program, and Youthbuild Lake County.

Confiscation of Items

Unauthorized objects, inappropriate clothing, or headwear, may be confiscated by a teacher or administrator. These items will be taken to the school office, inventoried, and stored in a secure location. This also includes wireless telecommunication devices being used during the school day. Parents or guardians of the student may be requested to pick up confiscated items.

Counseling

Students may be assigned to meet with student services staff to learn proper ways to socialize and to manage their own behavior. Student services staff use a positive approach to correct problems and create change rather than applying negative consequences. Replacement behaviors are taught, modeled and reinforced in individual or small group counseling sessions. The emphasis is on the behavior, not the person, and on how to be personally, socially and academically successful.

Detention/Administrators

An administrator's detention is a period usually served by a student before or after school or during lunch. The failure of a student to serve a detention becomes an act of insubordination, requiring more severe disciplinary action. Students will not be excused from detention because of work, family, extracurricular commitments, or sport commitments.

Detention/Teachers

A teacher's detention is a period usually served by a student before or after school. A detention will be spent with the teacher who assigned it. The teacher's detention will normally be held in the assigning teacher's room. The failure of a student to serve a detention becomes an act of insubordination, requiring more severe

disciplinary action. Students will not be excused from detention because of work, family, extracurricular commitments, or sport commitments.

Detention/Saturday

Secondary: A Saturday morning detention session meets from 8:00 a.m. to 11:00 a.m. This is assigned by an Administrator. Students are expected to be on time, bring their ID and school books, and follow school expectations. Failure to attend a Saturday detention will result in additional consequences.

Loss of Privilege

Students will have the opportunity to earn privileges through positive self-management, achievements, and acts that add to a positive culture in the school. Undesirable behavior may result in a student losing a specific privilege for a set period of time (i.e. social probation, reward activities, parking on campus).

Parent Conference

(By phone or in person at the discretion of the school official) A conference between the parent/guardian, student, and a school official and possibly other school staff to gain insight on alternatives to inappropriate behavior, express possible consequences, and identify desired outcomes.

Police Intervention

Law enforcement authorities will be notified whenever conduct involves illegal actions such as drugs, look-alikes, alcohol, weapons or any violation of criminal laws or ordinances.

Restitution

The act of compensating for loss, damaged property, offenses against others and for not following school expectations. This includes logical consequences for behaviors, such as cleaning up the lunchroom for throwing food or for repeatedly leaving your tray or a mess at your table, monetary compensation for property damage, etc. This offers a means for the student to be held accountable to repair or compensate for some of the harm caused by his or her actions.

Student Conference

A conference between the student and an administrator to gain insight on alternatives to inappropriate behavior, express possible consequences, and desired outcomes.

STUDENT DISCIPLINE LEGAL NOTIFICATIONS

Discipline of Students with Disabilities (Updated: June 2022)

Behavioral Interventions

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

Discipline of Special Education Students

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

Emergency Removal

The Principal may remove a student from school or from a school bus without an informal hearing if the student's continued presence is an immediate danger or an ongoing threat of disruption. In such cases, the notice and informal hearing shall follow as soon as practical.

Expulsion

Expelled students may not enroll in or attend any educational program operated by the school district. The Board of Education may expel a student for up to two calendar years. At the discretion of the Superintendent or his/her designee, the student may be offered the opportunity to voluntarily enroll in the Regional Learning Center alternative school in lieu of expulsion for non-weapon-related offenses. Expelled students may be readmitted to a North Chicago School after the period of expulsion.

Isolated Time Out, Time Out, and Physical Restraint

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

Legal Authority

The Board of Education may directly or through its designees suspend or expel any student for conduct constituting gross disobedience or misconduct that occurs at school, on school property, on a school bus, or at a school supervised or school related activity (including internet activity). Conduct deemed to be gross disobedience or misconduct includes the following:

1. Violation of any published regulations for student conduct adopted or approved by the Board of Education;
2. Conduct which is disobedient and/or which substantially disrupts, impedes, or interferes with the operation of any public school or the operation of any public school bus;
3. Conduct which endangers the safety of others (or which substantially impinges upon or invades the rights of others).

Limited English Proficient Students

In any contact involving either a student or parents with limited English skills, a District Translator or employee shall be provided.

Gang & Gang Activity Prohibited

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

Out-of-School Suspension (OSS)

Out of school suspension (OSS) is the temporary (1 to 10 school days) exclusion of students from District grounds and all District activities. Suspended students who violate this requirement may be subject to police intervention. OSS may be imposed by the Superintendent, Building Principals, Assistant Principals, or Deans. Suspension becomes effective after the informal suspension hearing, except as required in an emergency situation impacting the health and safety of students or staff, and notification of the parent/guardian, emergency person, or at the end of the school day or release from official custody, whichever is later.

Re-Engagement of Returning Students

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

Reciprocal Reporting

The Superintendent is authorized to follow the provisions of the School Code of Illinois to create administrative regulations which include guideline procedures to establish and maintain a reciprocal reporting system between the School District and local law enforcement agencies regarding criminal offenses committed by students.

SEARCH AND SEIZURE

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

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

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

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

Student Searches

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials will not request or require a student or his or her

parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Weapons Prohibition

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

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

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

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

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; 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; or
5. During periods of remote learning.

FORTY-FIVE (45) DAY INTERIM ALTERNATIVE EDUCATIONAL SETTING

Special education students may be unilaterally placed in an Interim Alternative Educational Setting (IAES) for up to 45 school days, without regard to whether the conduct was a manifestation of the student's disability, if they commit one of the following three discipline infractions at school, on school premises or at a school function:

1. *Carries to school, school premises or a school function or possesses a weapon;*
2. *Knowingly possesses, or uses, illegal drugs, sells or solicits the sale of a "controlled substance"; or*
3. *Inflicts serious bodily injury upon another person.*

For purposes of this section only, "weapon" is defined as, device, instrument, material, or substance, animate or inanimate, that is used for or is readily capable of causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length. Students with weapons that do not meet this definition may not be placed in a 45 day IAES, absent parental consent, but still shall be subject to the District's discipline procedures regarding weapons offenses, which includes a recommendation for expulsion.

Within ten (10) school days of the decision to place a student in an IAES, the District will hold an IEP conference to review and/or revise the student's Functional Assessment and Behavior Intervention Plan, or develop one if none existed previously, to address the student's behavior and determine the appropriate placement.

SECTION 18 - STUDENT APPEARANCE

(See District Policy 7:160)

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day, unless for religious or medical purposes.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.

- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Unusual Circumstances

If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the building administration shall have the authority and discretion to rule on the appropriateness of the attire.

SECTION 19 - STUDENT RECORDS

(See District Policy 7:340)

The *Illinois Student Records Act* (“ISSRA”), the *Family Educational Rights and Privacy Act* (“FERPA”), and the regulations issued pursuant to these laws require the District to adopt a Student Records Policy (“Policy”). The District’s Policy and implementing procedures are available upon request from the Office of the Superintendent or Building Principal, as well as on the District website at www.d187.org.

Annual Notification of Rights

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

The school and district routinely discloses “directory” type information without parent/guardian or eligible student consent. The District has designated the following as Directory Information: the student’s name, address, gender, grade level, birth date and place and his/her parents’ names, mailing addresses, electronic addresses, and telephone numbers and academic awards, degrees and honors received, information relating to school-sponsored activities, organizations, and athletics, major field of study and period of attendance in the school. Directory Information also includes photographs, videos, or digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that have appeared in school publications. However, photographs highlighting individual faces and used for commercial purposes require prior, specific, dated, and written consent of the parent or student, as applicable, and an image on a school security videotape recording is not Directory Information.

The District will release Directory Information to the general public from time to time, including by way of a school newsletter (issued monthly or quarterly), the school website and a student yearbook, to be issued in the spring. If a parent wants to prohibit or limit the District’s release of any or all of his/her child’s Directory Information, the parent must inform the District in writing during registration each school year that information concerning his/her child should not be released, or that the parent desires that some or all of the information listed above not be designated as District Information. If the District does not receive such written notification by when the student registers for school, the parents/guardians and eligible students are deemed to consent to the release of directory information as described herein. In addition, the District will release a high school student’s name, address, and telephone listings to military recruiters and institutions of higher education upon their request unless a parent advises the District to the contrary in writing.

The District maintains both a permanent and temporary record for each student. The Permanent Record consists of basic identifying information concerning the student, his or her parents’ names and addresses, the student’s gender and date/place of birth, academic transcript, attendance record, health record, unique student identifier, scores received on all State assessment tests

administered in grades 9-12, and a record of release of this information. It may also contain a record of honors and awards received, information concerning participation in school sponsored activities and organizations.

The Temporary Record consists of all other records maintained by the District concerning the student and which by the student may be individually identified.

Illinois and federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. A parent, or any person designated as a representative by a parent, has the right to inspect and copy the student's permanent and temporary records, except as limited by District policy or Illinois or federal law and regulations. A student has the right to inspect or copy his or her permanent record.
2. The right to inspect and copy the student's education records will be granted within 10 business days of the day the school receives a request for access, unless the timeline is otherwise extended pursuant to State law.
3. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost. A school administrator or student services staff member will be present to assist a parent/guardian as they inspect and view the student record.
4. The right to request an amendment to a portion of the student's education records the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
5. The right to permit disclosure of personally identifiable information contained in the student's education records.
6. Parents will be notified of the destruction schedule of the student's records at the time of graduation, transfer, or permanent withdrawal from the District. Permanent records are kept for sixty (60) years. Temporary records are kept for the period of their usefulness to the school, but in no case less than five (5) years after the student leaves the District. Student temporary records are reviewed by the District every four (4) years or when a student changes attendance centers. A parent has the right to copy any student record, or information contained in it, proposed to be destroyed or deleted.
7. Parents also have the right to request, in writing, the removal from the student's academic transcript of one or more scores received on college entrance examinations; and the right to inspect and challenge information in a student record prior to its transfer to another school district.
8. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

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

Challenge to Records

Parents have the right to challenge the accuracy, relevancy or propriety of any entry in the school student records, exclusive of i) academic grades of their child, ii) the name and contact information of the Official Records Custodian, and iii) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

The District shall decide whether to amend the information in accordance with the request within 15 school days from the date of receipt of the request. If the District decides to refuse to amend the information in accordance with the request, it shall inform the parent of the refusal and advise the parent of his or her right to a hearing as set forth below.

Parents/guardians may request a hearing to challenge information in education records.

If, as a result of the hearing, it is decided that the information is inaccurate, misleading or otherwise in violation of the rights of the child, the District will amend the information and so inform the parent in writing.

If, as a result of the hearing, it is decided that the information is not inaccurate, misleading, or otherwise in violation of the rights of the child, the will have an opportunity to place a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the District in the student's file.

Change of Address or Phone

If at any time a student changes his/her residence as a result of his/her family moving or for any other reason, this information must be reported to the school office immediately. Additionally, documentation must be presented. Any changes that affect the student's school record or school statutes should be reported to the school secretary. This would include such changes as: marriage, family status, telephone number, people to contact in case of emergencies, and other similar information.

Grading/Promotion/Transfer Students

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

The records of transfer students will be evaluated individually with each course grade being assigned the grade in its closest counterpart in the School District 187 curriculum. A student transferring to School District 187 after the start of second or fourth quarter, with no grades in progress from another school, may only earn credit by completing an academic make-up plan approved by the teacher and principal which will include at a minimum demonstrating proficiency on the approved standards-based assessment for each course (if available). If the principal determines that an academic make-up plan is not appropriate, or if the student fails to complete the plan, a failing grade (F) or pass with no credit (PS) will be assigned indicating no credit was earned.

Record of Access

Each school and department keeps a record of parties obtaining access to education records collected, maintained, or used, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

Records Custodian

The Superintendent or Designee is the official records custodian.

Student Biometric Information

Before collecting biometric information from students, the school will seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means

information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Transfer of Parental Rights

At the age of 18, all parental rights will transfer to the adult student at the time, unless the School District is notified otherwise.

For students who receive special education: On or before the child's 17th birthday, any IEP must include a statement that the parent and child were informed that these rights will transfer at the student's 18th birthday. Additionally, parents will receive a Delegation of Rights to Make Education Decisions form. The adult student may decide to use this form to designate a parent or other individual to represent his/her educational interests upon his or her reaching the age of majority. This form must then be presented to the school district. The Delegation of Rights form must identify the individual designated to represent the student's educational rights and include both the individual's signature as well as the student's signature (or authorization by other means, such as audio or video format compatible with his/her disability). The adult student may terminate the Delegation of Rights at any time and begin making his/her own educational decisions. The Delegation of Rights will remain in effect for one year after signing it and may be renewed annually.

SECTION 20 - APPENDIX

5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate, and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to: a. Transporting a student; b. Taking or possessing a photo or video of a student; and c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting.
5. Discipline up to and including dismissal will occur for any employee who violates an employee 5:120 5:120 1 of 4 conduct standard or engages in any of the following:
 - a. Violates expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
 - d. Engages in grooming as defined in 720 ILCS 5/11-25.
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.
 - iv. Making sexually suggestive comments that are directed toward or with a student.

v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.

vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a Statement of Economic Interests as required by the Ill. Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board policy 2:105, Ethics and Gift Ban, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District 5:120 5:120 2 of 4 nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

1. A member of the employee's immediate family;
2. An employee's partner; or

3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, Ethics and Gift Ban.

Guidance Counselor Gift Ban

Guidance counselors are prohibited from intentionally soliciting or accepting any gift from a prohibited source or any gift that would be in violation of any federal or State statute or rule. For guidance counselors, a prohibited source is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:
 - a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
 - b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
 - c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a 501(c)(3) tax-exempt charity. 5:120 5:120 3 of 4

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties. Incorporated by reference: 5:120-E (Code of Ethics for Ill. Educators).

Parent/Guardian Code of Conduct and Conflict Resolution Process

Purpose and Scope

We are committed to maintaining a safe climate of respect and trust in every district building and in each conversation and will not support or tolerate any person or action that disrupts the peaceful and orderly conduct of our schools. The purpose of the Parent Code of Conduct is to create a mutual understanding with all parents/guardians and visitors to our school about conduct expectations while on district property, at district events, and when interacting with staff and/or students. This statement mirrors existing employee expectations for respectful interactions with peers, students, and the community.

We expect parents/guardians and visitors to have a fundamental understanding and commitment to the following general propositions:

- District staff and parents/guardians want all children to learn in a safe environment.
- District staff and parents/guardians must work together for the benefit of all students.
- Parents/guardians, visitors, and all school community members deserve to be treated with respect.
- The school staff/administration should be provided an opportunity to resolve issues of concern before facing public criticism.

Conflict Resolution

District 187 recognizes the desire and importance of parent voice in the educational process of their children. The following procedure is to help facilitate a positive learning environment in which good problem-solving skills are utilized and modeled for our students. When a conflict arises between a parent and a staff member, the following steps should be taken:

1. The parent should arrange a meeting with the staff member to discuss their concerns and attempt to come to a mutually agreed-upon solution.
2. If mutually agreed closure is not reached, the parent may arrange a meeting with the Principal. In this meeting, the parent should discuss the attempts that have been made to settle the problem with the staff member. The Principal, at their discretion, may invite the staff member to be present.
3. If there is still no closure, the parent may request a meeting with the Superintendent or designee. The Principal, staff member, and parent may be invited to be present at this meeting.
4. Unless expressly provided by State Code, this is the final step in the process, and no further appeals are available.

Meetings are to be scheduled by phone or email. District 187 staff maintain the right to decline unannounced in-person meeting requests and require an appointment.

Prohibited Behaviors

To provide a peaceful and safe school environment, the District prohibits the following behaviors by parents/guardians and visitors:

- Abusive, threatening, profane, or harassing communication, including but not limited to in-person, by e-mail or text/voicemail/phone, or other written or verbal communication
- Disruptive behavior that interferes or threatens to interfere with District or School operations, including the effective operation of a classroom, an employee's office or duty station, a campus lobby, or school grounds, including sporting events, parking lots, and car-pickup.
- Threatening to do bodily harm to a district employee, visitor, fellow parent/guardian, or student.
- Threatening to damage the property of a district employee, visitor, fellow parent/guardian, or student.
- Physical or electronic stalking behaviors.
- Damaging or destruction of school property.
- Excessive unscheduled campus visits, e-mails, text/voicemail/phone messages, or other written or oral
 - School staff and administration may not always be immediately available to speak with you. The only way to ensure that you can talk with a staff member or administrator is to schedule an appointment. Staff and administrators have a practice of attempting to return all phone calls/emails within 24 hours.
- Defamatory, offensive, or derogatory comments regarding the school or school staff made publicly to others. This includes the use of any social media medium, including but not limited to: websites, blogs, wikis, social networking sites such as Google+, Facebook, Instagram, Snapchat, LinkedIn, Twitter, Flickr.

Consequences

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from or otherwise banned from campus and participation in school-sponsored events under Illinois Criminal Trespass to State Supported Land statute, 720 ILCS 5/21-5, the Illinois Criminal Trespass to a Safe School Zone statute, 720 ILCS 5/21-5.5, and the Illinois Criminal Trespass to Real Property statute, 720 ILCS 5/21-3.

In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing, before the filing of trespass and issuance of a formal ban. Should a parent/guardian or visitor fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the District to meet the child's educational needs, nor will a parent/guardian be excluded from a child's IEP meeting.

NORTH CHICAGO COMMUNITY UNIT SCHOOL DISTRICT 187

PARENT/STUDENT HANDBOOK

I hereby confirm that the student and parent/guardian named below received a copy of, have read, and agree to abide by the North Chicago Community Unit School District 187 Parent/Student Handbook for the 2021-2022 school year. I fully understand the responsibilities expected of District parents, guardians, and students; the policies stated in the Handbook; and understand that violation of any policies may result in action by the District, up to and including expulsion. I further acknowledge that I have read, understand, and agree to comply with the entire contents listed in the 2021-2022 Handbook, including, but not limited to, the following:

- Acceptable Use Policy
- COPPA
- Code of Conduct
- Student/Parent/District Compact

I understand that if I have any questions at any time during the school year, I can ask any school administrator.

The information in this Handbook is subject to any revisions or changes that may be needed to ensure continued compliance with federal, Illinois or local laws. It is subject to review and alteration as may become necessary for the routine operation of the school.

Student name (print)

Student name (signature) _____

Date _____

Parent/guardian (signature)

_____ Date _____

School _____ Grade _____

This Handbook has been prepared for students and parents of North Chicago Community Unit School District 187. It is hoped that the handbook will give students and parents a better understanding of the District's policies, procedures, regulations, and expectations. The faculty, staff, and administration of North Chicago Schools look forward to working with parents during this school year in a common effort to provide students with the finest educational experience possible. This handbook is only a summary of the board policies governing the District. Board policies are available on the District website at www.d187.org or at the District Office. Note that this handbook may be amended as needed throughout the year without notice. The most current handbook will always be available on the district website.

